CODE OF CONDUCT

The Code of Conduct contains the set of norms, rules and expectations that all team members are required to meet, while collaborating on a project. The Code of Conduct has been discussed and put together by all team members.

I. ATTENDANCE
- The presence of all team members is required for every meeting.
- Should a member be absent (due to health reasons or otherwise unspecified), they are required to report their absence ahead of time to the team leader. The team leader reports the absence to the teacher.
- Tardiness must be communicated in due time. Tardiness less than 10 minutes is excused with a verbal warning. After three verbal warnings, the team member is required to discuss the reason of tardiness with the team leader, who may decide to excuse it or escalate the situation.

II. COMMUNICATION
- The language of all team discussions must be English. All team members must treat each other with respect and honour differences in personal views.
- Every team member has the right to express their personal opinions regarding any part of the project. Every team member's opinion must be respected and considered thoroughly.
- Outside of working hours, the team members are able to communicate and share ideas online.

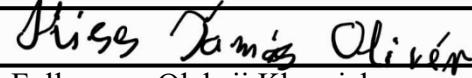## III. MEETINGS AND WORK ATMOSPHERE
- All meetings are required to move forward the project, whether it is verbal discussion, debating, or designing.
- All meetings must start with a discussion of a daily goal, a milestone that team members are required to work towards during the meeting. The goal can be shared between team members, but personal daily goals may be agreed upon as well.
- The work must be divided and equally shared between the team members. After a portion of the work has been finished, the team reviews it together and agrees on any improvements.
- The location of the meetings is required to be quiet, far from any disrupting noise.
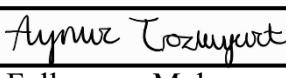
IV. RESPECT
- Discrimination towards any team member (due to cultural background or other differences) is forbidden.
- Every team member may use whatever tools they prefer to work with (laptop, tablet, phone or other).
- No team member should feel excluded from the discussion or feel like their opinion is not heard by the others. It is every team member's responsibility to include everyone in discussions.
- Any team member having difficulties with speaking English should not be mocked but instead helped by the others.
- Any team member requiring specific working conditions (due to disability, psychological disorder or other personal circumstances) must be accommodated as best as possible.

V. CONTACT INFORMATION

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