CODE OF CONDUCT
GROUP B, YEAR 1 IT, PERIOD 2

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.

The Code of Conduct is up to review if all team members agree. The document may be amended in any way; however, it is only valid if all team members sign it.

I. ATTENDANCE & WORK

- The presence of all group members is required for every meeting.
- Attendance is mandatory for all guided ateliers.
- Tardiness and absence must be communicated in due time; the team leader reports this to the teacher ~~i~~if necessary. ~~The team leader reports the absence to the teacher.~~
- Work must be divided into equal parts and agreed upon by all team members.
- Usage of AI tools is seen as useful only if not used excessively or with mindless reliance. All team members must be able to understand the code.

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.
- Team members are obligated to reply to the messages on a group chat within the next workday. If there is no reply from a team member, it needs to be excused. If not, strike is given.

III. MEETINGS AND WORK ATMOSPHERE

- All meetings are required to move the project forward 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 disruptive noise.

IV. RESPECT

- Discrimination towards any team member (due to cultural background or other differences) is forbidden.
- 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 requiring specific working conditions (due to disability, psychological disorder or other personal circumstances) must be accommodated as best as possible.

- Any given feedback must strive to be constructive instead of criticising.

V. DISCIPLINARY ACTION

- The team uses the strike system to ensure that every team member follows the Code of Conduct.
- The upper limit of awarded strikes is three. After three strikes, the group requests a meeting with Miguel Ranchor or another lecturer to discuss the team member's behaviour.
- Strikes may be given due to lack of teamwork, missing deadlines or not being present on the group meetings, without any excuse.
- Team members can vote on a strike. A vote on a strike can be started at any moment for any reason. If the majority of the group votes on a strike, the team member receives that strike.

VI. CONTACT INFORMATION

Full name: Lorenzo Nocivelli Role: Team Member	Full name: Réka L. Szunyogh-Kocsis Role: Team Member
Full name: Kristian A. Endrev Role: Team Member	Full name: Oleksii Khomiak Role: Team Member
Full name: Amin Kiani Role: Team Secretary	Full name: João Pedro Moro Machado Role: Team Leader

Lorenzo Nocivelli 😎

Amin Kiani

João Pedro Moro

Kristian Endrev

Oleksii Khomiak