

SOFTWARE DEVELOPMENT-2

S-Five Coders – Team Code of Conduct

1. Purpose

The purpose of this Code of Conduct is to ensure that **S-Five Coders** works effectively, respectfully, and professionally as a Scrum team. It defines how we collaborate, communicate, and resolve issues to keep our project on track and ensure a positive learning experience for all five team members.

2. Team Values

We commit to:

- **Respect** – Value everyone's ideas, time, and contributions
 - **Collaboration** – Work together and support one another
 - **Accountability** – Take ownership of assigned tasks
 - **Transparency** – Communicate progress, blockers, and concerns honestly
 - **Inclusivity** – Ensure everyone feels safe, heard, and involved
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3. Roles & Responsibilities

- **Scrum Master (SACHIN PALTHYA – A00085281)**
 - Facilitates meetings and stand-ups
 - Ensures Scrum practices are followed
 - Role is rotated **every fortnight**
- **Product Owners (ALL the team members)**
 - Oversees task documentation
 - Manages the Kanban board
 - Tracks task progress and priorities

All team members are responsible for contributing equally to development, discussions, and learning activities.

4. Meetings & Attendance

- The team will meet **2 days per week** (scheduled and agreed by all members)
 - Meetings should start and end on time(timings decided based on the day)
 - Stand-ups will follow Scrum guidelines (10–15 minutes)
 - Attendance at **lab sessions is mandatory**, as required by the module
 - If a member cannot attend, they must:
 - Inform the team **in advance**
 - Provide an update asynchronously (e.g. via google meet)
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5. Communication

- Primary communication tools: **google meet**
 - Team members should:
 - Respond to messages within a reasonable time
 - Communicate blockers as soon as they arise
 - Be respectful and professional in all communication
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6. Task Management & Deadlines

- All work must be tracked using the team's **Kanban system**
 - Tasks should be:
 - Clearly defined
 - Assigned to a team member
 - Updated regularly
 - Work should be shared **in time for deadlines**, not at the last minute
 - If someone is falling behind, they must inform the team early so support can be provided
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7. Participation Expectations

- All members are expected to:
 - Actively contribute to coding, planning, and discussions
 - Participate in lab work as a team
 - Support peer learning and knowledge sharing
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8. Non-Participation or Issues

If a team member is not participating:

1. The issue should be discussed **respectfully within the team**
2. Support and solutions should be offered
3. If the issue continues, it will be raised at the **lab stand-up** with the teaching team

All concerns should be handled professionally and in line with this Code of Conduct.

9. Conflict Resolution

- Conflicts should be addressed early and calmly
 - Team members should listen to all perspectives
 - Personal attacks, discrimination, or harassment will not be tolerated
 - If conflicts cannot be resolved internally, the issue will be escalated to the module team
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10. Commitment

By being a member of **S-Five Coders**, we agree to:

- Follow this Code of Conduct
- Commit to our team and learning
- Act professionally at all times

Agreement

By Signing below, team members agree to follow this code of conduct and contribute positively to the team's success.

NAME	E-SIGNATURE	DATE
SACHIN PALTHYA	Palthya Sachin	30/01/2026
SNEHA PARUCHURI		
KESAV ANIRUDH SAI SIDDA		
SARASWATHI VELPULA		
SAMPATH PERUMALA MADHUSUDANA		