

## **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.

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#### **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.

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#### 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.

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## 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	Sneha	06/02/2026
KESAV ANIRUDH SAI SIDDA	kesav anirudh sai sidda	02/02/2026
SARASWATHI VELPULA	Sraswathi	04/02/2026
SAMPATH PERUMALA MADHUSUDANA	Sampath	02/02/2026