**DARTH VADER**

**CODE OF CONDUCT FOR DARTH VADER MEMBERS**

Version 1 approved by all members 9th March 2021 and last reviewed 25th April 2021

**INTRODUCTION**

This code of conduct has the responsibility to set rules and standards to direct the behaviour of its members in professional matters. Members are expected to exercise their own judgement (which is reasonably justified) to meet the requirements of the code and seek advice if in doubt.

# **DARTH VADER CODE OF CONDUCT**

This Code of Conduct:

* will display the professional standards required by Darth Vader as a condition of membership
* applies to all four members within the group, irrespective of the role they fulfil (which missions they are assigned to)
* will enable to evaluate adherence to meetings and attendance to those meetings

1. **Communication**
2. For general communication within the team, Discord will be use as a default way to communicate any ideas or questions within the discord group that has been created named ‘Software Engineering Practise’. This will include messaging, voice chat and screensharing when needed.
3. For mission control, Trello will be used to track each specific task within each mission in order to see how much progress has been made. The Trello link for this project can be found here: <https://trello.com/b/WzBBPqAw/software-engineering> .
4. **Roles and responsibilities**
5. As a team, there will be several responsibilities to fulfil certain roles in the group, these roles include but are not limited to:
   1. Idea’s person, who will start things off at the beginning of the meeting
   2. Timekeeper, a reliable team member who will be able to take minutes and time each meeting
   3. Attention to detail, a reliable team member who will be able to ask specific questions about a mission to gather as much information as possible for later use.
6. **Meetings**
7. Group meetings will be held every two weeks with Dr Matthew Higgs on Microsoft Teams, on Tuesday at 11:00.
8. Personal group meetings will be held every week on Friday between 17:00 and 21:00. If team members are not able to attend this meeting, this meeting can be postponed to the next day or two, up to Monday the following week. These meetings will include;
   1. An agenda, where the team will converse about what tasks have been completed, what has not been completed, and what needs to be completed in the future. Any further tasks that might require extra deadlines will also be discussed during this meeting.
   2. Taking minutes, which are simple notes taken during the meeting to remind the team on what was discussed and agreed on during the meeting.
9. Minutes will be taken every meeting; each team member will have a chance to have a role under section 2.a. as well as being able to participate in taking brief minutes for the team, this rotation will change weekly.
10. **Attendance and absence**
11. Attendance will be monitored during each meeting using a spreadsheet on Excel, which is provided to all team members in this group.
12. Absence of any team member will also be monitored and noted on the same Excel spreadsheet.
13. Due to COVID-19 or any other personal life issues, unforeseen events can occur where a team member may not be able to attend, that will also be noted in the spreadsheet, and that team member will be notified of any recent changes to the project or documentation when they are next able to attend a future meeting.
14. If a team member is not available to produce work for several weeks in a work, for example due to personal issues, they will be asked if they are happy to continue with their mission, or if they require additional help such as another team member taking over some of the tasks in their mission, which will all be tracked in Trello.
15. **Conflict Resolution**
16. All team members should avoid any action, which may lead to a potential or actual conflict of interest. Personal issues that members may have between each other should be kept outside of the group project at all times.
17. If that is not possible, the project manager will communicate with the members that currently have a conflict between each other and try to figure out how this can be resolved.
18. **Quality**
19. Every team member of Darth Vader must follow the [Quality-Document-Darth-Vader-2021] when producing their own documents, which outlines the standards for formatting and layout, as well as a process for storage and version control. This quality document also follows the ISO 9001 Quality Manual.

**Approved by:**

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| --- | --- |
| **Member name and last name** | **Date** |
| Sandra Czernik | 25/04/2021 |
| Alex Heaton | 09/03/2021 |
| Sam Farnworth | 09/03/2021 |
| Kieran Robinson | 09/03/2021 |

**Version Changes: (this will later be added in the version control spreadsheet)**

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| 1.0 | First Draft of Code of Conduct | 25/02/2021 |
| 1.1 | Changes to   1. 2. Roles and responsibilities section added to detail which team member is responsible for what. 2. 2.c Added additional team member roles and the need for minutes. 3. 3b. From Friday 17:00 to Friday between 17:00 and 21:00. These changes have been made to accommodate team members who are not able to make it to the earlier time stated. 4. 6. Added quality document section so all work has the same standard for formatting and layout. 5. Removed 7. Version control and moved it to the Quality Document | 25/04/2021 |
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