**Code of Conduct**

**Introduction**

Participants performing work on the image-based mushroom classification problem, for the KF-5012 software engineering module, are expected to behave ethically, honestly and in the best interest of the team. Transparency from participants is of pinnacle importance, participants should always be transparent about their motives & mistakes. This code reflects a professional standard derived from the BCS standards and the project management institute. This literature provides guidelines of expected behaviour from a participant. Participants who are unsure of their conduct or the conduct of others should contact the project manager. Participants should cohere to a professional manner which should remain constant throughout the development. Teamwork is critical throughout, to aid others to overcome adversity within the development.

**Project Values**

**Integrity:** Work done must be completed to the best possible Standard & with originality.

**Honesty:** Mistakes made must be declared immediately.

**Trust:** Ensure a continuous work ethic till due date.

**Respect:** Value everyone and treat colleagues with humanity & professionalism.

**Quality:** Provide a solution which goes beyond expectation.

**Communication:** All progress must be communicated in real-time.

**Participant Behaviour**

Participants must work to a professional standard and conduct themselves professionally. Participants must respect others to maintain a healthy work culture. Participants must be always present & driven during work hours. Misbehaviour must be reported to the project manager to solve conflict within. Participation should be:

* Keep issue that arise within the team.
* Be open and honest during meetings.
* Every participant must engage with meetings.
* Every participant must be open to alternative approaches.
* Analyse issues for future prevention.

**Communication**

Participants must communicate freely & clearly with others. Messages must not be altered or deleted in the shared communication channels. Communication within the team must be of professional behaviour. Weekly meetings through discord address current issues & future sprints. Short-notice issues are to be notified in the discord server. Team meetings, via the voice communication channels, summaries must be made to store communication. Communication will be:

* Listened to intently.
* Communicate clearly.
* Communicate on the topic on hand.
* Communicate till a mutual understanding.

**Product**

Participants must ensure the solution solves the initial problem with changes documented & meet professional standards. Solution to be developed using the agile development methodology. Participants must strive for high quality & stick to a reasonable schedule. Participants must strive to ensure the specification is met in full & meets the user requirements. Product must have source control through git/GitHub; participants must take the most up to date repository & ensure participant must commit their work to the repository. To summarise:

* Documents should be of the highest quality.
* Sprints should be completed in the allotted time.
* Specification must be met.
* Participants must use the most up to date repository and work on clones of the current.
* Commits should be “little & often” with ensured functionality.

**Management**

Project manager must provide an ethical approach to the management of the software development. Ensures that the participants are aware of the code of conduct and the standards expected of them to deliver. Project manager ensures that procedures such as: source control, passwords, documents are protected. Ensures realistic estimates of time during the development of the solution. Ensures listening for ethical concerns about the project. Participants should express potential violation of the code of conduct through illegal or counter product practices have occurred. To summarise:

* Code of conduct must be conducted at all times.
* Data should be protected at all times.
* Deadlines should remain accurate.
* Ethical concerns must be listened too.
* Potential breaches must be addressed.

**Colleagues**

Participants must be fair and supportive to their colleagues & encourage colleagues to adhere to the code. Participants must assist colleagues in professional development. Participants must assist colleagues that they are aware of professional work practices including data protection procedures. Participants must give a fair hearing to their colleague’s opinion, concerns, and complaints. To summarise:

* Colleagues must be supportive.
* The Code must be adhered to.
* Colleagues must support one another.
* Colleagues must listen to alternative sides.

**Self**

Participants must promote an ethical approach in solution completion. Participants must strive to improve their ability to produce accurate and informative documentation. Participants must continue improve their knowledge of the code & its interpretation; They must not give unfair treatment of colleagues because of prejudice & not influence others to breach the code of conduct. To summarise:

* Participants must be non-prejudice.
* Participants should promote an ethical solution.
* Participants should engage in progressive learning.
* Participants should strive for pinnacle documentation.

**Handling conflict**

Participants must endeavour to minimise conflict; participants should endeavour to view conflict from different perspectives and openly listen to the opposite party’s point of view. Participants should be respective of others views and beliefs and should provide a non-judgemental workspace. Conflict results should be learnt from and used to grow together for the duration of the project. To summarise:

* Endeavour to understand from different viewpoints.
* Openly listening to other point of view.
* Participants are open to non-judgemental space.
* Learn from conflict and grow united.

**Problem solving**

Participants should unite to form an ideal solution to the problem at hand. Participants should encourage all participants to communicate their ideas; Participants should build on top of other’s ideas to form the most appropriate solution. Participants should behave respectfully, listening to other’s ideas to completion before providing constructive criticism. To Summarise:

* Encourage all ideas mentioned.
* Listen to all concepts.
* Build on other’s ideas.
* Listen to other’s ideas to completion.

**Meetings**

* Meetings will be held weekly, on Thursdays.
* Meetings will be called by the project manager.
* Agendas will be issued every Monday, four days in advance.
* Meeting shall commence on discord.
* Meeting summary will be produced by three working days.

**Procedures**

* Meeting shall commence and finish on time.
* Team members shall come prepared.
* Topics of interest shall be mentioned at end of meetings.
* Snapchat will be used for informal ideas.
* Unresolved issues will be addressed in the next meeting.
* If a member cannot attend, a summary will be sent via snapchat.

Participant Signature

Steven Preston Eve O’Brien Philip Reed

**References**

PMTraining (2002) *Sample Team Contract*. Available at: <http://www.pmtraining.com.tw/member_pmp/Team%20Contract%202.0.pdf> (Accessed:10/03/21).

BCS (2020) BCS, *THE CHARTERED INSTITUTE FOR IT CODE OF CONDUCT FOR BCS MEMBERS*. Available at: <https://www.bcs.org/media/2211/bcs-code-of-conduct.pdf> (Accessed:10/03/21).