

# User Centred Design

## Code of Conduct

**Tutorial Day and Time:** Thursday 10:30am

**Group Number:** 3

**Group Members:**

Ryan Lee

Lyndon Prado

Dhil Balasingam

Joshua Daniels

### **1. Communication**

I will check our agreed communication channels daily (including weekends). Correspondence with my group members will be via swin email or our agreed communication channels. If the message is urgent, both email and phone call may be made.

I will inform group members if I expect to be away from email for more than 1 day.

Work allocated to each group member will be documented in meeting minutes and distributed via Trello no later than 24 hours after the meeting.

### **2. Meetings and Attendance**

Meetings will occur weekly.

Meetings will be scheduled at a time and place that is convenient to the majority of members and take into account the following issues as much as is practical:

- scheduled university classes
- travel time and cost from diverse locations;
- part-time or full-time (only if part time student) work commitments;
- parental and family responsibilities; and
- student disabilities.

I will be in attendance and on time for each and every group meeting.

Should an emergency arise that prevents me from attending a group meeting, I will notify my group members immediately and ensure that any work I have completed is available to the group members as soon as possible.

I will attend lectures and tutorials on a regular basis.

### **3. *Work Ethic***

I will do my share of the group work, there will never be an occasion where one group member does all of the work nor will there be a time when a group member does none of the work.

I will complete the work assigned to me, and complete it on time.

I will be an active member of this group in all aspects. I will provide feedback on my group members work and expect feedback from them. I will be responsive to feedback from my group members and tutor (i.e., will revise and fix work as required) in a timely manner (i.e., within a day or so, and no longer than the next submission deadline).

Prior to meeting I will be responsible for being familiar with the meeting topic (by reading lecture notes, book chapters or other research as required).

### **4. *Work Quality***

All group members are required to understand every part of each Task.

If I do not understand a concept or solution, I will do one or more of the following:

- read the relevant parts of the text book and lecture notes
- ask my fellow group members,
- talk to my tutor,
- make an appointment to see the lecturer.

Where I have been allocated work, I will revise my work as necessary to reach the expected standard where the expected standard is set by (1) the task assessment criteria, (2) the group and (3) the tutor.

Each group member will agree on the response to each Task before it is handed in. All group members are responsible for ensuring that the produced work is free from plagiarism.

Group members will come to an agreement about what grade they are aiming for and put in the effort required to reach that grade.

I will do everything in my capabilities to help my fellow group members understand the work done by the group and myself.

If I am having difficulty with my English expression I will allow extra time for editing and seek help from a Swinburne Language and Academic Skills Advisor.

## 5. Complaint Process and Removal from Group

I will communicate with my fellow group members about any concerns I have about our group work. If I am uncomfortable discussing an issue with my group members I will contact the tutor for help.

In order to issue a warning or to take further action against a group member for breaches of this code of conduct, the rest of the group members must be in agreement.





*First breach of code of conduct:* Email warning (cc to all Group members)

*Second breach of code of conduct:* Email warning specifying specific actions to be taken by offending student and consequences of not taking recommended actions (cc to all Group members, Tutor and Lecturer). Optional mediation session with tutor during tutorial time.

*Third breach of conduct:* Group attends meeting with Lecturer. Individual may be removed from group. In the event that a student is removed from their group and is unable to be placed with a new group, the student will be required to undertake alternative assessment at the discretion of the Lecturer with the maximum of a PASS mark only.

## 6. Agreement

As a member of the Group I agree to be bound by this code of conduct. I understand that the Group may take further action if it is perceived that I have been in breach of this code. This code of conduct can be changed only if all members and the tutor agree.

NAME	ID	SIGNATURE	DATE
Joshua Daniels	4975006		12/8/15
Dhil Balasingam	9514783		12/8/15
Lyndon Prado	9740783		12/8/15
Ryan Lee	1629085		12/8/15