



# Code of Conduct

Midnight Rising

Module: KV6002 - Team Project & Professionalism

Northumbria University Newcastle

January 31, 2019

## **1. Working Together**

1.1. All group members will be respectful of one another's beliefs and cultural backgrounds.

1.2. There will be no discrimination of sex, sexual orientation, nationality, colour, race, ethnic origin, religion, age, disability, or and other factor not specified in this document.

1.3. There will be no belittling the ideas and opinions of other group members. Every member should be able to feel included in the group.

1.4. All group members will be treated equally and with respect.

1.5. Do not interrupt other group members whilst they are speaking.

1.6. There will be no personal attacks on group members. Instead, provide constructive criticism on ideas if necessary.

1.7. If any conflicts arise between group members, they will be dealt with by talking it out with the rest of the team until a consensus is reached. If the issue persists then the project supervisor will be consulted to help resolve the matter.

1.8. There will be no collaboration between group members on subsystems as this is considered cheating. Team members should still support each other however, especially if other team members are struggling with the workload.

1.9. To maintain a high standard of integrity, good judgement will be used to deal with any ethical issues that arise which are not detailed in this document.

## **2. Meetings & Communication**

2.1. Meetings will take place every Thursday from 1pm to 3pm, with potentially at least one other meeting each week. It is expected that members will attend these meetings.

2.2. Preferably, the group will meet in the library study rooms. If there are no rooms available then the group will meet in the CIS Games Lab (102) instead.

2.3. All individual work must be completed outside of group meetings. If any group member is struggling then they must communicate this with rest of the group.

2.4. Facebook Messenger and email have been implemented for communication outside of group meetings, allowing for 24/7 communication between group members. This will be used if any issues arise that require a spontaneous meeting.

2.5. If a member of the group is unable to attend a meeting for any particular reason, they must ensure other members of the group are aware of this before the meeting takes place.

### 3. Documentation & Code

3.1. All documentation and code will be submitted to a private repository on GitHub. Group members are expected to use this repository when working on the project.

3.2. All documentation detailing the actions of specific team members will require that team member to sign-off that document via print & signature. E.g., task allocations in project supervisor meetings.

3.3. Any issues/bugs discovered in the code will be reported to GitHub's 'issues' system. The group member responsible for fixing the issue must be assigned to the it.

3.4. All group members will be expected to complete their assigned subsystem(s) in time for any project deadlines. If any group members are falling behind on the project, the project supervisor will be consulted to help resolve the issue.

Code of Conduct	Date & Time:
Student	Signature
Andrew Alford	
Alexandru-Daniel Pascal	
Carl Pendleton	
Alex Trench	
Haoming Yuan	