**Code of Conduct**

1. All documentation will be using the “Project Communication Plan” template, which has been provided to all members of the team.
2. Meetings should be conducted every Thursday 1pm-3pm, with potentially at least one other meeting each week – it’s expected that members attend these meetings.
3. The group will preferably meet in the library study rooms but if there’s no room available the group will meet in CIS games lab (room 102).
4. All code will be submitted to GitHub and group members are expected to use this repository for their progress whenever they make changes.
5. Documentation for team members should be submitted to GitHub also, rather than previous group modules where we have submitted to OneDrive.
6. Outside of meetings, group members are expected to complete their tasks and submit electronically to GitHub.
7. Messenger (Facebook) and email have been implemented as a means of communication outside of group meetings, allowing 24/7 communications. Use this if there are any problems or to arrange a spontaneous meeting.
8. All group members will be respectful of one another’s beliefs and cultural backgrounds.
9. Don’t belittle other group member’s ideas and opinions. Every group member will feel included and will be able to give their opinions and ideas. Everyone will be treated equally, with respect and are expected to do their equal share of the work.
10. Don’t interrupt other members while they are speaking.
11. No personal attacks, rather constructive criticism of ideas.
12. If a member is unable to attend a meeting for any particular reason, they must message the project manager.
13. No violence. At no point during our group meetings, or group study sessions should anyone promote acts of violence. Avoid any situation which could result in conflict of interest between team members. If any conflicts arise within the team, they will be dealt with by talking it out to reach a team consensus. However if the issue persists then the project supervisor will be consulted to resolve the matter. Furthermore, the project supervisor will be consulted in case someone does not contribute enough to the specified group work.
14. Documentation should be signed off by each team member if it includes specific names of actions by particular team members. For example: task allocations.
15. Since it’s impossible to provide every possible ethical problem or scenario, rely on good judgement if issues are brought up and try set a high standard of integrity.
16. Don’t bribe another group for work, don’t accept bribes of any kind for our work.
17. Functions tested should be signed off by the tester and the team member who’s code it belongs to.
18. Activities and work should be conducted without discrimination of sex, sexual orientation, nationality, colour, race, ethnic origin, religion, age, disability, or of any other condition.
19. Team members should carry out their responsibilities with diligence.
20. Provide support to other team members if they are struggling.
21. All individual work must be completed outside of the meetings in the group members own time. If any member feels that they need help they can ask questions to the other members.
22. If there are issues, a group meeting will be arranged so that the issues can be dealt with so work on the assignment can resume as soon as possible.
23. The group aims to complete all work as soon as we can so we can reflect on the tasks we have completed.

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| Code of Conduct | Date/Time: 27/01/2019 20:26 |
| Students | Signatures |
| Alex Trench |  |
| Alexandru-Daniel Pascal |  |
| Andrew Alford |  |
| Carl Pendleton |  |
| Haoming Yuan |  |