

Team - Code of Conduct:

Decision Making

Decisions that might affect the course of the project are made on a unanimous vote after proper discussion has been done in which everyone's opinion are heard.

Personal Behavior

All Team members must:

- Act ethically and responsibly
- Behave respectfully towards other team members
- Be honest and fair
- Have consideration to the rights and responsibilities of other group members
- Not waste time during group meetings
- With a reasonable effort produce the work that is required of them.

Team Communication:

Skype: Since most of the team members live in Sydney, some of the team meetings will take place via Skype.

Calls and Text messaging/Whatspp: For urgent or priority matters, text messaging should be used.

Email: For longer communications, a group email should be used. Team leader will share team progress, suggestions and reminders

Record Keeping/Storage:

The Team will use an online collaboration tool by Microsoft(One Drive) for data and file sharing. All pertinent information(meetings log) is placed on this drive for the group members to see.

Absences:

Group members must give notice as early as practicably possible to potential absences to meetings, and submit any work they were to bring onto the One Drive. There should be a reasonable explanation for the absence.

Data Backup Policy:

All members must backup their work every 2 days and create multiple local copies that must be updated regularly.

SUMMARY OF SIGNIFICANT PROJECT RISKS

Before the project started a formal project risk assessment was performed to identify key risk inherent in the project. The following table presents a summary of key risks and possible mitigation strategy for each of them. Probability of occurrence and the severity of risk is also mentioned with each risk.

Table 1 – Risk Assessment of Team

Risk Assessment Matrix			
Description of Risk	Probability of occurrence	Severity Of Risk	Contingency Plan/Mitigation Strategy
Loss of Data by one or more team members due to hardware/software problems or general negligence	M	H	Team Policy dictates that all members are bound to backup their work to OneDrive(MS cloud storage) after every two days
Team Member Dropping out of the subject	L	H	Work Allocation will be decided again and case will be discussed with project sponsor.
Missing Key Milestones or Internal Delivery Dates	H	M	Project Schedule will be designed in such a way that there is enough buffer available, so that in case if a member is not able to meet the internal deadline of the team, the overall project still gets delivered on time.
Technology Hindrance: One or more team members can have difficulty using the technologies employed during the course of	M	M	Team Leader at the beginning of the project will demonstrate the use of key technologies(like use of onedrive)
Quality Requirements: One or more team members might produce work that is not up to the required standards.	H	H	Team will decide internal milestones and at each milestone team members will share their work with each other and will critically evaluate each other's work. Team leader will do the final evaluation before starting next phase of project

Conflicts between team members	M	H	Conflicts will be first handled with a group debate, with a final decision produced from a majority vote. If unresolved higher authorities will be contacted.
Miscommunication of project requirements	L	H	Project charter and Specific Project Requirements will be jotted down and will be available to everyone to access from onedrive. Furthermore, Team Leader at the end of every meeting will send an email to everyone highlighting key decisions made during the meeting.

Key:

H = High

M = Medium

L = Low