

Code of Conduct

Our Team 4 Mission

Our team number 4's mission is to deliver a product by working as a team by applying the methods learned in the module to solve or reduce the effects of impediments that may come in the way of delivering a good quality product. Our focus is to work together as a team during the project while continuously integrating the product step by step, better and better to meet the requirements of the tasks. We will commit our effort to deliver a product of high quality while maintaining the professionalism, friendliness, and supportive environment.

Our Team 4 Vision

Our Vision of Team 4 is to drastically increasing the efficiency and discipline of developing a good quality product by using the methods and techniques applied in this module. We will have not only experience but also the confidence of working in a group professionally and being able to adapt to the SCRUM management flow. Every team member will be able to work collaboratively, supportively, and judge each other positively and professionally after this coursework.

Working Environment

Recommended Behaviors

In our team we will work together, not only to engage in collaborative problem-solving, but also in supporting either intellectually or emotionally. By adapting to the following behavior and engaging in team discussion actively, we can reduce the serious effects that may hinder the progress and quality of the product due to the lack of clear communication and collaborative teamwork.

Verbal Behaviors	Non-Verbal Behaviors
Encouraging team member verbally	Being present on all meetings
Appreciating the team members of their works	Actively listening in the meetings.
Giving non-personal feedbacks on the works	Paying attention or taking notes of your perspective of other's work in meetings to discuss with members.
Communicating in a kind, empathetic way.	Showing interest when communicating with a fellow team member.

Unacceptable Behaviors

Type	Example	Penalty
Harassment	Engaging in mocking behavior to belittle or harass the effort of a member's work with the intention. Engaging in discriminating behavior towards member's gender, sexuality, personal appearance and characteristics.	-5 points out of weekly marks
Hate Speech	Engaging in hateful behavior of spreading of hate speech within the group whether it is deliberately or not. NOTE: Consider hate speech can come as a personal, religious, or political.	-5 points of weekly marks
Bullying	Engaging in unprofessional treatment within the team members by either (1.) mocking the ideas, (2.) not acknowledging ideas or effort, (3.) Interrupting a specific member while team discussion, (4.) spreading rumors, or (5.) persistent interruption or harassment to break down a member's confidence and productivity. NOTE: Bullying includes both physical bullying and non-physical bullying.	- (7 – 10) points of weekly marks
Inappropriate use of language	Engaging in unprofessional or inappropriate communication practices between the members which can risk the	-3 points of weekly marks

	reputation and image of the team, class, or university.	
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Working Ethic

Type	Example	Penalty
Privacy Violation	<p>Engaging in intrusion of team member's personal information, or private life.</p> <p>Engaging in actions such as accessing member's belongings, either physically or not (such as accounts), without consent.</p> <p>Engaging in behaviors such as unauthorized surveillance, unauthorized data copying, without consent</p>	-5 points out of weekly marks
Confidentiality Violation	<p>Engaging in untrustworthy behavior of sharing a confidential property of the group. (A code snippet, or an image slide, or a section of the document)</p> <p>Engaging in unauthorized disclosure of sensitive and confidential information to anyone other than team members and module leader.</p>	-8 points of weekly marks
Plagiarism	<p>Engaging in activities such as direct using, copying of materials, works, opinions or ideas of others without properly referencing them.</p> <p>Engaging in activities such as paraphrasing, modifying the codes, materials, resources, or ideas without properly identifying or referencing them.</p> <p>Engaging in activities that does not specify, acknowledge the collaboration of a team member's help and effort in terms of work or idea into specific task.</p> <p>Engaging in activities that does not provide the accurate and adequate citation to the referenced sources that lead to the final product.</p>	-5 points of weekly marks

Open Mindset for criticism and feedbacks	Engaging in unprofessional behaviors of not accepting the criticism, evaluation, or feedbacks and taking them as an offense even though the members are giving a constructive feedback. (Defending an opinion, idea, or plan is allowed.)	-3 points of weekly marks
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Responsibilities and Task Completions

Best Practices

Type	Recommended Practices
Honesty	<p>Be honest and transparent with the progress, tasks, or any other assignment given to you.</p> <p>If the task is too much complicated, negotiate with the SCRUM Master.</p> <p>If you don't have any pending task, contact the SCRUM Master.</p> <p>If you think you are not very clear with the instructions or questions, explain and discuss with team members and module leader (if necessary.)</p>
Responsibilities	<p>Product Owner:</p> <ul style="list-style-type: none"> - Attend every meeting. Providing the feedbacks on the tasks done. (Except there is a serious situation: health, safety) - Produce a list of sprint backlogs for each sprint. - Make adjustment on plans according to the situation. <p>SCRUM Master:</p> <ul style="list-style-type: none"> - Facilitate the daily SCRUM meetings. - Manage the tasks, confirm the tools and techniques that will be used, take charge of the repository and its settings. - Have to lead the sprint reviews and sprint retrospectives every sprint. <p>Development Team:</p> <ul style="list-style-type: none"> - Confirm the tasks given by SCRUM Master. - Consider and fix the feedbacks that the Product Owner. - Add comments on the files for readability. - Report if there is an error or crash during the integration to the SCRUM Master.

Unacceptable Behaviors

Type	Example	Penalty
Task Achievement	Not finishing the task on time Failure to commit the updated version on time.	Marks reduced according to the task priority. M – 3 marks S – 2 marks
Refusing to work in group	Not attending scrum meetings for consecutive days. Not fixing, updating according to the feedbacks. Not participating in group discussion. Not updating the daily activities.	- 2 marks for each occurrence

Signatures

By our signatures, we confirm that we are fully aware of the code of conduct and agree with the rules and penalties.

Htet Aung San (Product Owner)



Htoo Aung Kyaw (SCRUM Master)



Sai Sai Oam Hart (Developer)



Kyi Sin Min Maw (Developer)

