

Code of Conduct

It is compulsory for all the three members of our group project to follow the below mentioned and mutually agreed rules for the successful completion of this work and to excel in the assessment. The allowed and prohibited behaviours of this group work are listed below.

Group Behaviour Guidelines:

- This team consist of 3 different people who are different in opinion and capabilities but till the end of this project our interest should be same which is the successful development of our aimed application by fulfilling the submission requirement in each sprint.
- Each member should respect each other's work and opinion.
- Only positive criticism is allowed which intend for the betterment of the tasks.
- Any of the personal comments or gestures made by a member which mentally or physically harasses the other members will not be tolerated.

Participation Guidelines:

- Everyone should attend the group lab sessions which is essential for achieving the necessary skills and discussing the doubts for the problems we may face while doing the tasks with the tutor.
- Weekly planned three meetings(in person or via teams) should attend by every member and the meeting date and time will decide by mutual agreement. If anyone failed to attend any of the lab session or meetings the reason for the absence should be pre informed to other group members.
- The continuous absence in two lab sessions or meetings is not acceptable only exception is any medical reasons with strong proof.
- If any of the member is being absent continuously without informing and without any valid reasons ,then it will immediately report to the tutor as all the tasks are time bounded and other members will not take any chances which affect their tasks submission before the deadlines. As a result that person will be removed from the group or it may affect his/her assessment and marking during the project.

Communication Guidelines:

- All members should communicate openly regarding their opinion in each task like assigning the task to each member or their difficulties in fulfilling the tasks.

- Any personal or health issues which hinders one from doing the task should communicate immediately so that others can back up the tasks.

Task Guidelines:

- Every sprint work will be divided into smaller parts and weekly tasks assigned to each member which is to be completed before the deadline set on a weekly basis.
- One of the team members will be the task master who leads the work and others should follow him. This role will rotate among the team members on a weekly basis.
- Tasks are assigned to each member via Git Hub task board created in the project section and the work should be submitted there.
- Task master will monitor weekly progress of the work during that week's meeting and assign tasks to members based on the discussion with the members. He will be posting the tasks for everyone in the task board and the one who follows up the assigned tasks' completion before next week's start.
- Submission requirements for each sprint work should be completed 3 days before the deadline and the final meeting will be conducted 2 days before the submission to finalise the work and to avoid last minute rush, also to arrange any back up plan if any emergency situation arises.
- If any of the member is not completing the tasks before the assigned time, then he/she should report their reasons to that week's task master and the task master will discuss this with other members to decide what to be done for that.
- If anyone is not reporting the issue and not having a valid reason for not completing the task, then an immediate warning will be given to that person for completing the task in a period of 2 days.
- Any failure to submit the work within the warning period will lead to a report of the issue to the tutor and action will be taken accordingly that will affect his/her assessment.