

CODE OF CONDUCTS:

Group Project Participation Guidelines: Updated February 12, 2023

1. Full concentration while doing the group project As we are in a group project, we should give full concentration while doing the project so that we know every part of our project, how it works and when to use specific features etc.
2. Trying best to co-operate Try your best to co-operate.
3. Do not make excuses Excuses will not be tolerated. Try to finish your task within the time allocated for you. If you find difficulties, feel free to ask your teammates. Ask for help and support.
4. Respect each other's opinion and understand different perspectives As human beings, we all have different perspectives and opinions. We may not always agree on different decisions, but we can always share our point of view. Please be respectful while expressing your thoughts.
5. Encourage everyone As this is our first project, we may face many difficulties while completing our work. During this time, we should always encourage our teammates and give additional support when needed.
6. Equal participation In a team, equal participation is important. Give your best efforts to make this project work. With everyone's participation, we can make it happen.
7. Regular meetings Communication is the bridge between confusion and clarity. We may have different schedules in our life still we should have regular meetings to make sure everyone is doing their part of work. It is important we attend our meetings on time. We should arrange at least 3 meetings a week to keep the flow of our work going. Meeting timings: Monday: 2 PM – 3 PM
Wednesday: 2 PM – 3 PM Thursday: 12 PM – 2 PM
8. No harassment no victimization no violence Attacking someone for their opinions, beliefs and ideas is not acceptable. Violence and threats of violence are not acceptable.
9. Be confident Be confident with your work.
10. Reporting Only report when:
 - Teammates do not attend more than one group meeting.
 - Teammates do not complete their work after one deadline.

- Teammates do not share ideas.
- Teammates do not co-operate.
- Teammates do not help each other.

Signatures: *Nabila Ali Prabdeep Gurleen*