

## CODE OF CONDUCT

### Goals

- Provide easy to use product and a positive user experience for our users.
- Promote personal and professional development amongst team members and maintain a positive work environment.
- Keep all stakeholders informed and satisfied.

### Values

- Transparency and Accountability
- Security and Privacy
- Respect
- Fairness and equality
- Accessibility

### Policy

- There will be a zero-tolerance policy for:
  - Bullying, hate speech, bigotry, sexual harassment, sexism, racism, homophobia, transphobia, ablism classism
  - Drug or alcohol abuse
  - Intimate relations between team members
  - Violating the law or infringing on others' intellectual property rights
  - Disrespecting company property and equipment
  - Sharing users', coworkers' or company's data

### Communication

- No inappropriate conversations are to be had during project discussions.
- Team members will treat each other with respect and not talk down to each other.
- There will be two meetings every week between team members.
- All team members must be present at scheduled meetings.
- If for whatever reason a team member cannot attend the meeting, it must be shared with the group the day before the meeting is scheduled.
- If it appears that a member is going to be late to a meeting, he/she must express this to a group member as soon as possible. The best communication tool for this would be What's app.

#### Tools for communication

- What's app - Our main tool for comms for efficiency for example organizing meetings. **Will not be used when discussing sensitive data.**
  - Slack – A channel will be created as an additional method of communication and be integrated with GitHub.
  - Trello – Simplicity for tracking project health and status and can be integrated with GitHub and Slack.
  - Microsoft Teams – will be used for project meetings and **sharing documents**.

### Project hours

- Team members should not be contacted outside of project working hours. (08:00am to 08:00pm.)
- If contacted in working hours, try to respond as quickly as your situation allows.

- It is expected that team members remember and recognize that other members have other commitments and work in their everyday life. Flexibility should be discussed with the team.
- There may be times when team members are required to work out of project hours, advance notice of 48 hours will be given.

## Professionalism

- Work done must be kept to the academic standard of a master's student.
- All team members are required to be at each sprint review
- Lessons learned from the sprint will be discussed during the review and assessed
- Personal commitments and obligations acknowledged, it is still expected of team members to complete their assigned work or at least notify the group about issues preventing you from finishing work on time.

## Project security and privacy

- All user's data such as passwords, emails and other sensitive information will be hashed and anonymized.
- Access to the project database will be restricted to administrators only.
- The scope of this project will not be discussed with anyone outside of the project team.
- All code will be open source and publicly accessible on Github, excluding API keys and organization credentials.
- We will continue to educate ourselves on the best fit way to build secure products and respect user privacy.