**Team Biscuit Bulk**

**Code of Conduct**

As part of Team Biscuit Bulk, the group have decided on a set of rules (our Code of Conduct) which outline how we plan on working as a team for the lifecycle of the product we decide to create.

Deadlines for our project are to be relaxed if they have no effect on others work (for example, wireframes must be done by a specific date to prevent the front-end development from being hindered, whereas SQL design does not solely rely on the completion of other work). If tasks do have knock-on effects of other tasks, then those allocated them will need to first discuss what is needed from each other, and then decide on the timeframe this should be completed in. This is then to be noted in the group Discord in the deadlines section and added to the Gantt chart/Gantt chart will be altered for this deadline.

When ideas are created/posed to the group, all must be fully considered. Should the group disagree on an idea, then a compromise **must** be found. If a compromise cannot be found, then a solid reason must back this.

Meetings are to be hosted at least once a week. The initial agreed meeting day and time is 12:30pm on Thursdays, via the Discord server. During this meeting, the agenda should start with a round-robin of any work done over the last week. Doing so keeps people in the loop of what is being designed, drafted, and developed, and allows for an added level of quality assurance. There may also additional meetings that will be held impromptu, however these will be agreed prior. Attendance is mandatory to all meetings, and should someone be unavailable for one then they should let the team know in plenty of time so the meeting can be rescheduled.

Tasks are to be assigned based on a few factors – strength in the task area based on completed skills audit, what the person completing its mission(s) are, who would prefer to complete the task and what everybody’s workloads are like. This is to ensure that we are being as fair as possible, but to also ensure that the final system is as perfected as it can be.

Once tasks have been assigned, we will use Discord to track what is being completed, who is doing it and by when it will be completed by. As things progress and we begin coding, task tracking can be completed via GitHub issues for code specific tasks. Members are expected to give a brief weekly overview/update at team meetings to convey their progress on assigned tasks, and to inform us of any delays, concerns, or findings.

As a team, we should aim to have our project completed in plenty of time of set deadlines, and the quality of any work completed should be second to none.

Members of the group must agree that should any disagreements or fallouts happen whilst working on a project, that they will remain professional and courteous to all members regardless of what has happened. Issues are to be dealt with in a civilised manner between the unhappy parties independently, however should this not be an option then it will be escalated to a member of the module team for support.