Code of Conduct

### All members of Team Codd Agree to follow the following principles

### Responsibility:

1. Team members should take full responsibility for their individual missions.
2. Each team member will take full responsibility for the group missions
3. Team members must agree to deadlines and meet them, unless unforeseen circumstances occur, then this should be dealt with as quickly as possible by contacting the rest of the group.
4. Each group member must come to agreed meetings unless there are unforeseen circumstances.
5. Attend all meetings on time.
6. Each group member must be easily contacted.
7. Team members will respect one another.
8. Group members must communicate problems and concerns as soon as possible so that the issue can be dealt with fairly quickly.
9. Each group member must be easily contacted.

### Honesty:

1. Any complaints about team members will be addressed first within the team.
2. Team members will listen carefully to the person who is speaking at the time
3. All team members will not talk down to each other and will speak respectfully.
4. Communication must always be honest.
5. Any documentation related to the task should be available to view by the rest of the team.
6. You are expected to make a full and fair contribution to the work of the group

### Integrity:

1. Members should always strive to do their best work.
2. Team members will not abandon tasks or the group.
3. Team members should discuss any problems they encounter with the rest of the team.
4. Team members will sign and discuss meeting minutes every week.

### Safety:

1. Work will always be conducted with the safety of team members in mind.
2. The personal well-being of team members will be considered.

### Decision making:

1. The opinion of every team member will be taken into account and discussed appropriately.
2. Decisions will only be made when all team members have been informed and after careful consideration.
3. All decisions will be made over a vote system, so after every discussion each team member will vote and the majority vote will be the final decision.
4. Team members will deliver their opinions clearly and logically.
5. Any differences in opinions will be resolved in a non-aggressive way.

### Communication:

1. Each team member must be able to be contacted as quickly as possible.
2. All work by each team member must be uploaded to git hub and everyone should be informed of this.
3. Team members must listen carefully to each other and respect other people’s opinions.
4. All team members must be nice and polite with each other.
5. Team members must all be valued equally.
6. Any opinions which need to be discussed should be discussed with empathy.

### Team work:

1. When working in a group, please treat other members of the group with courtesy and respect their opinions, even if you do not necessarily agree with them.
2. When you agree to undertake a task that has been assigned to you by the group you must try work to the agreed deadline since failure to do so could impede the progress of the whole project
3. It is your responsibility to attend all meetings arranged by the group to advance the project, and to arrive at those meetings on time. If you can’t attend a meeting of the group you should consider providing your input in written form and giving this to the other group members before the meeting.
4. All work must be shared out equally.
5. Team members will encourage and support and help each other during teamwork.

### Signatures of team members:

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| --- | --- |
| Arlana Keen |  |
| Oliver Howe |  |
| Lewis Jackson |  |
| Brandon Henderson |  |