

Code of Conduct

1. Sent Doesn't Mean Received

- Always make sure recipient of an update or a resource has received it using a proof of delivery from the recipient in the form of a confirmation.
- Always have a history of updates and changes you can fall back on.

2. I Understand

- To make sure all members are always on the same page and there's no doubt that can lead to misunderstandings.
- Any doubts should be explained or paraphrased again if necessary.
- All team members honesty is important in case of any uncertainty.
- "If it sounds like waffle, it IS waffle."

3. Always Be Knolling

- All workspaces should be kept neat and organized with a high degree of attention to labelling subsequent documents or resources.
- All work should be cleanly put into appropriate directories according to specification.

4. Accommodating#

- Each member should be equally heard and included into decision making, as well as, brainstorming.
- All members' opinions are held to an equal standpoint.

5. Time Management

- "To be fifteen minutes early is to be on time."
- Responsibility when it comes to deadlines, meetings and communicating availability should not be taken lightly.

6. Ownership

- Each member should take ownership of their own work.
- The use of any kind of generative AI is strictly as a tool for assisting members in their work. No member should abuse the use of generative AI.

7. Un tolerated Behaviours

- Abusive behaviours' and verbal unpleasantries will not be tolerated and should be responded with strong consequences for the offender.
- All disputes should be settled with open communication and democratically. Votes are used to resolve disagreements.