

# CODE OF CONDUCT

We, the members of team Version 0.1, agree to uphold the following standards throughout this project.

## Communication

### 1. Response Time

- Team members aim to respond within 24 hours
- Urgent issues should be clearly flagged
- Notify the team if unavailable for an extended period

### 2. Meeting Attendance

- Attend scheduled meetings whenever possible
- Give notice if unable to attend
- Review meeting notes afterwards

### 3. Communication Channels

- Day-to-day communication: WhatsApp
- Code discussion and reviews: GitHub pull requests
- Documentation: Google Drive

## Work Standards

### 4. Coding Practices

- Write clean, readable code
- Follow agreed naming conventions
- Test code before committing
- Avoid committing directly to the main branch

### 5. Git Usage

- Commit regularly during active development
- Use clear, descriptive commit messages
- Pull latest changes before pushing

### 6. Code Reviews

- Review assigned pull requests in a timely manner
- Provide constructive feedback
- Ensure understanding before approving

### 7. Quality Expectations

- Only submit work you understand
- Attribute external resources where required
- Ask for help if blocked for a significant time

## Collaboration

### 8. Task Management

- Keep GitHub Project board up to date
- Flag blockers early
- Support teammates when possible

### 9. Knowledge Sharing

- Share useful resources and solutions
- Help teammates when they are stuck

### 10. Equal Contribution

- All members contribute fairly
- Raise concerns early if workload feels uneven

## Meetings

### 11. Meeting Structure

- Weekly stand-up:
  - What was done
  - What will be done next
  - Any blockers

### 12. Meeting Records

- Rotate note-taking responsibility
- Record key decisions and action items
- Share notes within 24 hours

## Conflict Resolution

### 13. Addressing Issues

- Raise concerns respectfully (via group chat)
- Focus on behaviour, not individuals
- Aim for constructive solutions

### 14. Escalation

- Discuss within the team first
- Escalate to the module team only if unresolved

## Academic Integrity & AI Use

### 15. Academic Honesty

- All submitted work must be our own
- External code must be referenced

### 16. AI Usage

- AI may assist with debugging or explanation
- AI must not generate full features
- All AI-assisted work must be understood

## Wellbeing

### 17. Respect & Inclusion

- Maintain a respectful, inclusive environment
- Support team members' wellbeing

## Commitment

We commit to communicating openly, contributing fairly, meeting deadlines, and supporting one another throughout the project.