

**Code of conduct**  
**IT1E Period 1 – Creating a Webpage**  
**Team Code/Regulations/Expectations**

This document states what behavior and attendance are expected of all our group members. This document represents the rules of which we are all to operate under while working on this project and until it's finished.

1. All members are to attend planned meetings
2. If a meeting is called for and agreed upon by all, all members must attend.
  - If a member is late, the member must call/message at least one or more of the group members, 15-30 minutes before the actual meeting.
3. Remain respectful of opinions and/or feedback received from other group members.
  - Hateful comments will not be tolerated.
  - Negative behavior will not be tolerated.
4. Maintain honesty and clear communication in the workplace
5. Remain positive and motivated throughout all meetings and working hours.
6. Being late for meetings with the Client is NOT acceptable. An immediate warning will be issued.
  - After three warnings, i.e., fourth offence, the offender will be removed from the group.
7. In the event that a group member is sick, he/she must inform the team as soon as possible.
8. Every member must participate and be available in the online chat (WhatsApp, Discord, Microsoft Teams) at least once a day, at a reasonable hour.
9. Each group member must be fully committed to completing each task given or assigned to him or her.
  - When in need of help, ask other team members, and don't make excuses.
  - All members must ask for help before the deadline closes.
10. All members must apply to the code conventions while writing code

If any of the rules above is broken, a warning might be issued, if half or more of the team members agree to it.

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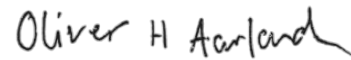


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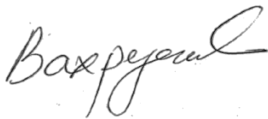


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**Signed on:**

**Date:** 22 / SEP / 2021

**Day:** Wednesday