

Code of conduct SAaD.

1. Attendance and Punctuality

- **Regular Meetings:** We meet 2-3 times a week via Teams to track our progress. If you are unable to attend, please inform the group at least a few hours in advance.
- **Punctuality:** If you are running late, send a quick message in the group chat, no need to worry, just keep us updated.
- **Missed Meetings:** If you miss a meeting, reach out to a team member for a brief recap. However, repeated absences without valid reasons are discouraged.
- **No-Show Consequences:** Failure to notify the group in advance will result in a friendly consequence of buying everyone's favourite drink or snack at our next get together.

2. Contribution and Accountability

- **Shared Responsibility:** Each team member is expected to contribute equally. Tasks will be distributed fairly, and you are responsible for completing your share.
- **Seeking Assistance:** If you need help, ask. We support each other—one person's struggle affects the whole team.
- **Lack of Effort:** If someone is consistently slacking off, expect a friendly reminder. If this continues, a formal warning will be issued. As a last resort, we will escalate the matter to our lecturer.

3. Deadlines and Commitment

- **Meeting Deadlines:** Complete your tasks on time. If you require an extension, request it at least a day in advance.
- **Progress Updates:** Be prepared to provide updates during meetings and discuss any challenges you face.
- **Consistently Late Work:** Frequent delays may result in a discussion about redistributing tasks—or, if necessary, an upgraded fine (perhaps a meal deal for the team!).

4. Communication and Respect

- **Professional and Friendly Conduct:** Treat everyone with respect. We encourage a positive, drama free environment.
- **Active Listening:** Pay attention when others are speaking. Avoid unnecessary interruptions.
- **Constructive Feedback:** Provide feedback in a supportive and considerate manner. The goal is to improve, not discourage.

5. Conflict Resolution

- **Addressing Issues:** If concerns arise, bring them up in our meetings for open discussion.
- **Decision-Making:** If a final decision cannot be reached, we will vote, and the majority decision will stand.
- **External Mediation:** If conflicts escalate beyond our ability to resolve them, we will inform our instructor or module tutor about the matter.

6. Flexibility and Well-Being

- **Accommodating Personal Needs:** If exams, personal matters, or unforeseen circumstances affect your availability, communicate with the team so we can adjust accordingly.

- **Preventing Burnout:** If you feel overwhelmed, let us know. We are committed to balancing workloads and supporting each other.

By following these guidelines, we ensure a collaborative, respectful, and productive team environment. Let's work together and make this a great experience for everyone!