**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 the 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!