**Code of conduct SAaD.**

**1. Attendance and Punctuality**

* **Regular Meetings:** We hold 2-3 meetings weekly via Teams to track progress. If you cannot attend, notify the team at least a few hours in advance.
* **Punctuality:** If you’re running late, send a quick message in the group chat to keep everyone informed. And if you need to leave the meeting early just let us know that too.
* **Missed Meetings:** If you miss a meeting, contact a team member for a recap, (repeated absences without a valid reason is not permissible)

**2. Contribution and Accountability**

* **Shared Responsibility:** Tasks will be distributed equitably and fairly, and each member is responsible for completing their assigned work.
* **Seeking Help:** If you’re struggling, ask for assistance. We succeed as a team, and one person’s challenges impact everyone.
* **Lack of Effort:** Lack of effort will not be tolerated and if it’s a continuous behaviour, we will be contacting our lecturer to sort this out.

**3. Deadlines and Commitment**

* **Meeting Deadlines:** Complete tasks on time. If you need an extension, request it at least 24 hours in advance.
* **Progress Updates:** Be prepared to share updates during meetings and discuss any challenges you’re facing.
* **Consistently Late Work:** If you hand in work late one time that’s fine, but if this repeats over and over, we will be issuing warning and penalties such as buying everyone drinks or snacks.

**4. Communication and Respect**

* **Professional Conduct:** Treat all team members with respect and maintain a positive, healthy environment.
* **Active Listening:** Listen attentively when someone is speaking and avoid unnecessary interruptions during meeting.
* **Constructive Feedback:** Provide feedback in a supportive and considerate manner, no need to judge and make criticism and this kind of behaviour will not be tolerated.

**5. Conflict Resolution**

* **Decision-Making:** If a decision cannot be reached, we will take a vote and majority wins.

**6. Flexibility and Well-Being**

* **Accommodating 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 the team know. We are committed to balancing workloads and supporting each other’s well-being.