Faculty of Science, Engineering and Technology

# User-Centred Design

# Code of Conduct

**Tutorial Day and Time:**   Friday 10 A.M.

**Team Code:**   Group 2

**Team Members:**

Ta Quang Tung - 104222196

Nguyen Quang Huy - 104169507

Do Quang Minh - 104175326

Doan Trung Nghia - 104221559

Pham Quang Minh - 104999568

## 1.  Communication

I will check our agreed communication channels daily (including weekends).  Correspondence with my teammates will be via Swin email or our agreed communication channels (i.e., Messenger, Google Meet).  If the message is urgent, both email and phone calls may be made.

I will inform team members if I expect to be away from email for more than 1 day.

Work allocated to each team member will be documented in meeting minutes and distributed via Google Drive no later than 24 hours after the meeting.

All team communication will be in English. Having conversations that one or more team members cannot understand is impolite and completely unacceptable.

## 2.  Meetings and Attendance

Meetings will occur weekly.

Meetings will be scheduled at a time and place that is convenient to the majority of members and take into account the following issues as much as is practical:

•      scheduled university classes

•      travel time and cost from diverse locations/quality of internet connection;

•      part-time or full-time (**only if part time student**) work commitments;

- parental and family responsibilities; and

- student disabilities.

I will be in attendance and on time for each and every team meeting.

Should an emergency arise that prevents me from attending a team meeting, I will notify my team members immediately.

I will attend tutorials on a regular basis.

Unexplained absence/s from more than one tutorial may result in a breach of code of conduct notice. Continued absence from tutorials and/or team communications (e.g., 2 or more weeks) will result in a breach of code of conduct notice and possible exclusion from the team.

### 3.  Work Ethic

I will do my share of the team work, there will never be an occasion where one team member does all of the work nor will there be a time when a team member does none of the work.

I will complete the work assigned to me and complete it on time.

I will be an active member of this team in all aspects. I will not take answers as fact, but instead confirm final results by working the problem myself and attempting to get the same solution.

Prior to meeting I will be responsible for being familiar with the meeting topic (by watching the videos, reading lecture notes and book chapters or other research as required).

### 4.  Work Quality

All team members are required to understand every part of each Task.

If I do not understand a concept or solution, I will do one or more of the following:

- read the relevant parts of the lecture notes and textbook

- ask my fellow team members,

- talk to my tutor,

- make an appointment to see the lecturer.

Each team member will agree on the answer for each team problem before it is handed in (e.g., via Messenger vote).

Team members will come to an agreement about what grade they are aiming for and put in the effort required to reach that grade.

I will do everything in my capabilities to help my fellow team members understand the work done by the team.

All team members are responsible for ensuring that the produced work is free from plagiarism.

If I am having difficulty with my English expression I will allow extra time for editing and seek help from a Swinburne Language and Academic Skills Advisor.


## 5.      *Complaint Process and Penalties*

I will communicate with my fellow team members about any concerns I have about our teamwork.

In order to issue a warning or to take further action, the rest of the team members must be in agreement.

> *First breach of code of conduct:* Email warning (Cc to all Team members and tutor)

> *Second breach of code of conduct:* Email warning specifying specific actions to be taken by offending student and consequences of not taking recommended actions (Cc to all Team members, Tutor and Lecturer). Optional mediation session with tutor during tutorial time.

> *Third breach of conduct:*  Individual may be removed from team. In the event that a student is removed from the team and is unable to be placed with a new team, the student will be required to complete tasks on their own with a maximum of 45% mark for the Project.

As a member of the Team I agree to be bound by this code of conduct.  I understand that the Team may take further action if it is perceived that I have been in breach of this code.  This code of conduct can be changed only if all members agree.


To agree to this code of conduct **each group member** must post the following text in the submission comment box:

I <student name> agree to be bound by this code of conduct.