



Packt Publishing Limited
Second Floor, 35 Livery Street
Birmingham, B3 2PB
United Kingdom
Tel: (+44) 0121 265 6484
rutujay@packt.com

Name: Rishav Sharma

Email: rishavsharma.du.or.22@gmail.com

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Team Member Code of Conduct

The Team Member Code of Conduct is a guide to ensure that you understand the general expectations that the Packt Group Project staff and team lead has from you throughout the program.

Before You Begin

- Our group projects are completely free of cost. In case anyone gets in touch with you with any monetary expectations, you are expected to inform us immediately.
- Our projects are like a short internship, so please make sure that you have time to take part. The project duration will last **2 weeks**. It is expected that you dedicate 2-3 hours daily.
- Our group projects are not your typical classroom-based instruction. For this project, you'll need to know Python, basic concepts of machine learning, and EDA. If you don't feel you are ready, we can provide you with additional study materials and schedule you for a later group project.
- Packt group projects are a taster of real-life work. They give you the practice and confidence you need to go into an interview as if you've already been employed. As a result, we expect professionalism, discipline, collaboration, and commitment from all members.
- These are not live client-based projects. Our experts have designed them to be direct replicas of projects they have implemented in their careers, meaning that you'll be working on real industry problems.

Day to Day

- Get to know your project proposal and schedule. Always have it available for reference. Your project proposal will help you to track your project progress and setup discussions with your team lead.
- There are daily stand-ups (30-45 mins) for the project where the team lead will review the previous day (if applicable) and then brief you about the status of the project and next steps. This is a great place to discuss project progress and any challenges you faced individually or as a group.
- You should aim to complete any daily tasks assigned to you by your team lead before the next stand-up meeting. If you need help, you should ask your team. If you can't deliver a task on time, that will be something to review with the team in the next daily sprint.
- Update the any reporting or project management tool that you are using as a team on a regular basis.

Project Development

- Start early. Take daily tasks and deadlines seriously. Learn both time management and project management skills as both will assist you in your career and in your life.
- Assume quality of code always counts. Projects take time, they take research skills, they take commitment, and they take attention to detail. So be patient and if you want or need help, see your team lead early (before daily stand-ups).

- Collaborate with peers using respectful language and behaviours. Support each other in this new way of learning. Be patient with yourselves and your team leads. We are all learning together!
- Sign into the Discord daily to keep connected. Use Discord to communicate and schedule meetings and reach out to your lead (or Packt facilitator) if you are ever feeling overwhelmed.

Behaviours

- Get to stand-up meetings on time, and plan to stay for the entire meeting. Arriving late or leaving early causes unnecessary disruptions. Attendance is mandatory for all the stand-ups, so please aim to inform your team lead or Packt staff at least a day in advance of any unavailability.
- Projects require teamwork. When members of the class are contributing ideas during meeting discussions, listen to their comments. Listening to team members is just as important as listening to team leads.
- Be proactive throughout the project development. If you need help you will need to ask, as you will not be told everything. If you meet the project requirements our team leads will assume you understand what is going on unless you tell them otherwise.
- Take advantage of your team leads and ask them questions in the stand-up meetings. Outside of dailies they might reply to your questions as per their availability. Do not spam them with same question.
- Treat fellow team members and staff courteously, free from harassment of all kinds, including that based on gender, age, ethnicity, social background, disability, sexual preference or religious beliefs and customs.

By participating in this group project, you are signing up to our team member code of conduct. Your acceptance of this document is simply your acknowledgment that you have received and agreed to the expectations of a team member.

A handwritten signature in black ink that reads "Rishav Sharma". The signature is written in a cursive, flowing style. Below the signature, there is a horizontal line that starts under the first name and extends slightly past the last name.

9/10/2021