**Code of Conduct (PLACEHOLDER)**

**General**

* Work together respectfully, inclusively, efficiently and trust each other to complete assigned work.
* Meet once a week outside of seminars on Wednesday at 11:30AM.
  + (Ammendum) If members of the team are late, meetings will begin 15minutes after the scheduled time with those members that are present
  + The team will make use of a rotating chairperson to ensure that meetings follow the agenda and are not sidetracked or go too much off topic
  + At the end of each meeting it will be decided who will be the chair for the next meeting
  + Peter will always be the scribe for meetings, and will provide agendas and minutes for each meeting.
  + Minutes, including a list of tasks and action points, will be produced and made available by the Friday after the meeting
  + Additions to the agenda can be made informally through the group chat procedure prior to the meeting and added to the action points from the previous meeting
  + Use the GANTT chart effectively, modifying and updating as the project progresses.
* Everyone must attend every meeting unless a justifiable reason is provided in good time. Minimum notice should be the day before a meeting wherever possible. This should be sent to all within the group chat and not to individual members of the team to avoid confusion.
* Meetings to be held in The Zone at Ellison Building as it is central to all team members and to provide Peter easier access to facilities.
  + Fortnightly meetings will be held between the team and Cliff Brown
* Work should be stored safely, with frequent back-ups and if it is a document that will require constant updating, i.e. the GANTT chart, this should be created in a Google format so that all members are able to access and modify in real-time.
* Tasks for each member of the group will be assigned and agreed on during meetings.
  + Individual members will create the first drafts of the work assigned to them and they will be reviewed by the group during meetings as to progress.
  + All feedback to centralised work (on GoogleDrive) will need to use the “comment” feature to ensure that everyone knows who made the comment. Written comments on work stored off the central drive should be made in different colours with individual members selecting one colour and using it consistently.
  + If a particular task is taking longer than expected or has hit a problem, this needs to be raised by the individual to the rest of the team as early as possible for feedback and suggested solutions, and the GANTT chart updated accordingly.
* Meetings will be organised and arranged using the student email system and individual members of the group can be contacted via mobile phone if necessary.
* If any unforeseen issues arise they will be resolved without conflict by the group as a whole during a meeting or through messenger and email if between meetings
* Any issues that cannot be resolved in this manner will be resolved by consultation with a member of the module staff.
* The tasks will be worked on and completed as each subject is covered over the course of the module.

**Actions to be taken in event of dispute or missed meetings**

* Attempt to find a resolution between involved parties, taking the project requirements and needs of the group members into consideration
* If a resolution cannot be met, raise the issue with the meeting chair/project lead and have them decide on a resolution to the dispute which best fits the needs of the group.
* If one meeting is missed without a justifiable reason, the team will speak with that member and discuss the situation. The situation may be raised with Cliff Brown at the fortnightly meeting.
* If two consecutive meetings are missed without justifiable reasons, OR there is felt to be a lack of work or contribution from an individual, a meeting will be made between the team, the individual and one of the teaching staff to discuss the situation and determine a pathway forward
* Continued absence and lack of contribution to the team will result in the team asking for the individual to be removed from the group.

**Missions to be assigned**

1. Project management (Peter Smith)
2. Requirements analysis (Michael Buglass)
3. Software analysis (Peter Smith)
4. Testing (Group)
5. Task entry component (Sam Connelly)
6. Data component (Sam Connelly)
7. Task allocation component (Max Walsh)
8. User account component (Michael Buglass)
9. Task logging (Max Walsh)
10. Reporting component (Group)

**Team Member Signatures**

Peter Smith

Max Walsh

Michael Buglass

Sam Connelly