

# Duallinguists Group Code of Conduct

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## 1. Attendance and Punctuality

- **Weekly Meetings:** We meet weekly to check progress. If you can't make it, inform the group at least **12 hours in advance**.
- **Being Late:** If you're running late, send a quick message in the group chat.
- **Missing Meetings:** If you miss a meeting without notice, catch up on what you missed ASAP.

Any attendance and punctuality done without warning will have the consequence of buying each of the group members their preferred drink on the day we are all next together. With you physically paying for everyone in front of us.

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## 2. Doing Your Part

- **Equal Effort:** Everyone contributes fairly. Tasks will be split, and you're responsible for your part.
  - **Need Help?:** If you're struggling, let the group know—we'll assist or adjust the workload.
  - **Slacking Off:** If you're not pulling your weight, expect a reminder (friendly at first, firm if needed by Sawsan).
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## 3. Deadlines

- **Complete Tasks:** Meet deadlines. If you need more time, request it at least **1 day in advance. (don't be shy if you want to ask for help also we are meant to help each other at the end of the day we are a team)**
  - **Updates:** Be ready to share progress at meetings.
  - **Late Work:** Consistently late work will lead to discussions about task redistribution. (maybe even a bigger fine, move onto meal deals for everyone instead of drinks for example)
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## 4. Communication and Respect

- **Be Respectful:** Keep things friendly and professional. No drama, we are not in secondary school, this is not baddies west or love island.
- **Active Listening:** Pay attention when someone speaks—don't interrupt while they are speaking as it irritates people.
- **Constructive Feedback:** Offer helpful, respectful input.

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## 5. Conflict Resolution

- **Discuss Issues:** Bring up concerns during meetings so they can be addressed.
- **Majority Vote:** If we can't agree, we'll vote and follow the majority decision (don't fall for saws' peer pressure or horrible puppy eyes).
- **Instructor Involvement:** If necessary, we'll seek guidance from either module tutors.

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## 6. Consequences

- **First Time:** Buy everyone a drink.
- **Second Time:** Firm warning from Sawsan and potential task reshuffle.
- **Third Time:** Buy whatever piece of food anyone wants.
- **Fourth time:** Complain to module tutors of your behaviour.

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## 7. Meeting Structure

- **Agenda:** Meetings will follow a quick agenda to stay on track.
- **Notes:** Rotating responsibility for note-taking and sharing afterward.
- **Efficiency:** Keep meetings focused and concise.

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## 8. Flexibility

- **Life Happens:** Exams or personal issues? Let us know so we can adjust.
  - **Burnout Awareness:** If you're overwhelmed, speak up. We'll ensure no one carries too much.
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