Special Sparrows Code of Conduct

This document is the basis that the group will work from. In the case of any disputes the group will refer to this document in order to resolve them. If there is any ambiguity the dispute will be resolved by the project manager and this document will be updated and redistributed. All team members are expected to have signed and be aware of the contents of the most recent code of conduct. It will also serve to outline the roles and responsibilities of each member in the team.

* Be punctual, this includes to team meetings, team group work sessions and any other organised team activity.
* If you are unable to attend group meetings after they have been organised you are required to give prior notice to the chair of that meeting. It will then be his responsibility to decide a suitable date/time to move the meeting to.
* If there is a disagreement amongst the team in terms of group work then a vote will be held, with the group going with the majority. In the event of a tie, the group will decide by rock-paper-scissors.
* Team members are expected to be courteous and open-minded to suggestions/ideas from everyone within the team.
* If two team members have a conflict they should aim to resolve it amongst themselves in the first instance, if this is not possible they should speak to the Project Manager. If the issue is still unresolved then it may be necessary to resort to the teaching staff. This is a last resort, however.
* The group will meet **at least** once a week.
* Agendas for the group meetings will be sent out **at least** 24 hours before the meeting.
* Meeting minutes will be sent out **no later than** 24 hours after the meeting has ended.
* Group members are expected to read both agendas and minutes before/after the relevant meeting.
* It is the responsibility of the PM to make sure that this document is followed.

This Code of Conduct will likely be updated/changed throughout the duration of this group project. Team members will be notified if/when this happens and will be expected to sign the most recent Code of Conduct. Failure to do so will result in the individual being reported to a member of teaching staff on the module.

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