CSCI992 Professional Project

Code of Conduct

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Group A

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Version History		
Date	**Details**	**Owner**
16-March-2017	Draft Version	Praveen Vinny
17-March-2017	Formatting and addition of contents	Rui Zhang
17-March-2017	Review and Additions	Rixin Nie
23-March-2017	Modifications based on Gene's specifications	Praveen Vinny
24-March-2017	Final Version	Rixin Nie

Contents

Team Organization and Roles

Team Member	Role
Rixin Nie	Manager and Developer
Tam Van Phan	Developer
Praveen Vinny	Project Documentation and Meeting Minutes keeper.
Jiajun Li	Documentation
Rui Zhang	Documentation
Kwan Ho Alan Cheng	Tester
Zhuo Wang	Tester

1. Rixin will be the manager. Rixin will also act as the first escalation point for any issues within the project.
2. Rixin will also do the development.
3. Tam will also do coding with Rixin. While Rixin is concentrating on the Web and UI design, Tam will be concentrating on the backend coding.
4. Praveen will be responsible for keeping the minutes for each of the meetings.
5. Praveen will also do the entire documentation for the project along with Jiajun Li and Rui Zhang.
6. Even though Rixin and Tam will do unit testing on the modules they are developing, Alan and Zhuo Wang will write test cases and thoroughly examine each module developed in every phase to validate and verify the requirements.
7. The members would be in need to take additional responsibilities in times of urgent need.
8. During the final phases of the project, if there arises a need, Praveen will also do coding with Rixin and Tam.
9. Jiajun will help Alan and Zhuo Wang in test case execution during the integration of various sub modules in the project.

Communication Methods

1. Any communication within the project group outside the meeting times will happen through WhatsApp.

2. Any member can join the WhatsApp group by clicking on the link: https://chat.whatsapp.com/1FXGnppfHx71R5TcIlpSwT

3. Any file created or developed should be uploaded to GitHub for other members to review and modify if required. The link to upload files on GitHub is https://github.com/CSCI992PROJECT.

4. After each upload, the members of the group will be receiving an alert either through mail or through a message posted in the WhatsApp group.

5. The final version of any document submitted along with its proof of submission will be uploaded to

   https://uowmailedu-my.sharepoint.com/personal/pv562_uowmail_edu_au/_layouts/15/onedrive.aspx?id=%2fpersonal%2fpv562_uowmail_edu_au%2fDocuments%2fCSCI992+-+Professional+Project&FolderCTID=0x012000854E833D2AEF2C449688D9D13F662C3C so that any member can check the document at any point of time in the future. Also, this will act as the proof that the task was completed on time and that it was submitted without any hassle.

6. If any of the group members are not responding to the messages sent in the WhatsApp group, they will be contacted by other members in their personal number through SMS.

Group Communication: Expectations

1. All members are expected to use WhatsApp as their means to convey messages to other members in the group.

2. The entire communication in the group should be in English and no team member is expected to communicate with other member of the group in their regional languages or in a foreign language other than English.

3. If any team member is assigned a task, they are expected to complete it on time. If a team member comes across any issues which prevents him from achieving the task, the respective member should seek help from another member of the group.

4. Every team member is expected to respond to any messages posted for them to respond within a maximum of three days.

5. If a member fails to respond to any of the messages within 3 days, the same will be escalated to Rixin. Rixin will try to contact the team member over the phone.

6. If the corresponding team member fails to respond even after Rixin's attempts to contact the respective person over the phone, the same will be escalated to Gene.

7. Each member should be given a notification one week in advance if there is a meeting scheduled for the group members to attend.

8. Rixin will be responsible for organizing team meetings. He will be held responsible to alert all team members about the meeting.
9. Any team member should notify other group members if there arises a situation in which they are unable to attend a meeting.

Member Conduct Expectations

1. Every team member is expected to complete the task assigned to them on time.

2. While in team meetings, every member is expected to value the time of every other member and therefore each members of the groups are expected to refrain from personal conversations while being in the group meetings.

3. Plagiarism will let down entire team's performance and hence no member should attempt to submit any plagiarised material.

4. Every team member should help each other in completing the tasks.

5. Every person in the group are individually responsible for any task expected to complete themselves.

6. At any phase of the project, any feedback received from other group members or from the project guide should be taken positively by the respective person and the corresponding corrective action should be implemented as early as possible.

Group: Conflict Resolution

1. If there arise any conflicting ideas during the development of the project, a team meeting should be organized.

2. The decisions taken conjointly in a group meeting is final and binding. every member should abide by that.

3. When two ideas equally good are proposed, the feasibility to implement them and the benefits of adding them should be analysed. The chosen one should be the feasible and apt idea.

4. When a new module is planned, the impact on other modules should be analysed. There should be mitigation measures planned to avoid any risks that may occur.

5. The decisions taken in a group meeting should never be in favour of an individual. It should be taken in favour of the whole group.

6. If there are conflicting ideas about the same aspect within the group and if they cannot be resolved through discussions within the group, take advice from Gene to resolve the issue.

7. Each team member should be knowing the exact module upon which they are working on. At no point, should there be an issue of two people working on the same module of the project.

8. The team manager and other group members should see that none of the team members are ignored at any point of time and that every member's suggestion and response is valued.

9. The team members should engage in collective negotiation as the first means to resolve conflicting ideologies.

Ethical Principles

1. Each team member will work towards the benefit of the team and will stand for the benefits of the team rather than for personal benefits.

2. At no point, will a team member hurt the personal feelings of another person in the team or will they try to demotivate a person working in the project.

3. No team member should blame any person in the team for any pitfalls in the project that we may encounter during the project.

4. Team members are not supposed to show any bias towards any team member within the group so that the opinions or concerns addressed by an individual within the team goes unnoticed.

5. No member should be over burdened with the tasks and members should help each other in completing any module.

6. Tasks involving greater effort should be split into sub tasks so that multiple people can work on the same task.

7. The group meetings should review the tasks assigned to each member. The meeting should include discussions on the challenges that are faced by each person during the phases of development and the members should be ready to contribute and help each other for the task completion.

8. There should be mutual co-operation between the developers and the testers. Developers should look optimistically into the bugs discovered during the testing and should fix it for the smooth completion of the project.

9. Each member should exhibit at most sincerity and dedication towards the project.

Values

1. Engagement: Engage every team member in the project so that everyone gets involved in the development of the project.

2. Honesty: Every member is expected to be honest in the dealings with the project. The priorities of the team should be given importance rather than individual priorities.

3. Sincerity: Everyone in the team should exhibit at most sincerity towards the completion of this project.

4. Collaboration: The responsibilities in the team should be shared between the team members. Tasks which involve greater effort should be shared between multiple people.

5. Dedication: There can be situations when team members must spend a great deal of time towards the project especially when the deadlines are close. Then, each member should dedicate his time wholeheartedly towards the closure of the deliverable on time.

6. Detailed Attention: Developers and testers are expected to show accurate attention towards the tiniest details of the project so that everything would be covered clearly and specifically.

7. Patience: Every member should show patience in listening to the opinions of other individuals in the groups. The decisions taken should be through discussions rather than individual.

8. Efficient Time Management: We are supposed to submit our tasks well in advance before the deadlines of the project. Each member should ensure that they manage their time efficiently to complete the tasks on time.

9. Realistic: When this project is being designed, the team members are supposed to think of the scope of this system in the future. The system should be developed in such a way that it can accommodate changes as per the future technologies.

Accountability

1. The person developing the specific module is accountable for fixing any bugs related to that module.

2. If any member is assigned with a specific task, the corresponding task should be completed well in advance in such a way that it won't affect other people working on dependent tasks.

3. There is a role assigned to everyone in the team. Each person in the group should do his duties to the best of the capabilities. If a person is free after completing his duties, he can help another individual in the completion of the tasks.

4. While integrating various sub-modules, the dependencies of those sub-modules are to be analysed and it should not affect the overall working of the project.

5. Testers should do integration testing after integration of each sub-modules before proceeding further into large scale integration.

6. The developer should have his name mentioned in the header of each method or module that is developed so that he can be the point of contact for any bugs raised from that specific module.

7. The testers should have their names against each test case that's tested. This will help the developer to contact the right person who reported the bug so that debugging would become easier.

8. If a person fails to submit a task in advance, the manager should enquire about the same to the corresponding person. Manager of the team can help the corresponding person or can align another person from the team to help with the task completion on time.

9. If any team member feels that the task aligned to him cannot be completed on time, the same should be notified as early as possible so that someone else can take up the corresponding module and complete it on time.

Quality Assurance

1. Each module developed should be tested by the developers by writing unit test cases.

2. The modules released by the developers should be tested by the testers using manual and automated test cases to see that it works.

3. The Web UI must be checked for traceability. If a page can be reloaded by typing in an URL from history, the test case fails and the developer should be notified of such cases.

4. The project developed should be easily navigable. Anyone using the system should be able to use any functionalities with ease of access.

5. The modules which require authentication should be thoroughly tested. Only authorised users should be allowed to access the system and the functionalities which require user authentication.

6. In no case, should any module be released without thorough testing from the testers. Unit testing itself should never be a parameter to ensure that the project is free from bugs.

7. The testers are supposed to use a well-defined template to do testing. The test case template should have fields which includes test scenario, expected result and actual result.

8. The screenshot of the bugs if any should be recorded by testers and it should be addressed by the developers.

9. The modules developed should be tested on multiple machines under multiple environments to ensure that the system is compatible to run on different platforms.