**Code of Conduct**

The code of conduct is to be agreed upon, followed, and upheld by each member of this group. Every member of the group shall understand and agree to the following:

***Ethical***

1. Every member shall be respectful to each other and respect their professional boundaries.
2. Every member shall conduct their work in a timely and professional manner.
3. Every member shall be inclusive; no discrimination of any type.
4. Every member shall understand their role for the given task(s) and do their part in completing their given tasks.
5. Every member shall be polite and professional when giving feedback/criticism.
   1. All feedback and criticism shall be constructive.

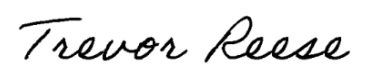
***Workload***

1. Every member shall understand that should there be an issue, they can contact the tutor at any time, but it must be discussed with the group first.
   1. If there is an issue, any group member can and should contact Dr. Sobhan Tehrani at [sobhan.tehrani@roehampton.ac.uk](mailto:sobhan.tehrani@roehampton.ac.uk).
2. Meetings will take place at least two (2) times a week, but preferably three (3) days, and should be attended by every member, unless otherwise stated.
   1. The meetings will be organized via the group’s Whatsapp group chat at least one (1) day prior to the potential meeting date.
3. Every member shall help each other with any given task, to a reasonable extent. The group was created and agreed upon beforehand.
4. The workload should be spread evenly to each member, not forcing a number of the group members to do a great load of work compared to the others.
5. There is a mini-brief every day in the group’s Whatsapp chat breaking down all of the work we have started or completed on the day.

***Attendance***

1. Every member shall attend each weekly Software Engineering class (every Wednesday) and meetings within the week, unless there is a medical emergency, a valid reason for lack of attendance, and they must notify the group of their absence in a reasonable and timely manner.
   1. If a member of the group fails to attend three (3) or more sessions without valid reasoning accepted by the group and reasonable notice shall be reported to the tutor.
   2. If a member cannot attend in-person, it is recommended they be available to call to emulate their attendance to the lecture.
2. The group meetings can take place in person or online, usually via Discord or Whatsapp.
   1. If any member misses a meeting, the group will discuss the contents of the meeting and brief them about any tasks that were started or completed during the meeting.

**Signatures**

Trevor Reese Matthew Lowrie

Sayeed Bin Yahya Mandev Seahra