# CITS5206 Project Team Code of Conduct

Team Name: Group 10          Date: July 2023

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| Goals and Methodology: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine? What methods do we want to use to approach tasks? |
| • Code taken from somewhere else should be acknowledged and used with discretion. |
| Communication: What is the preferred method of communication? How often are team members expected to reply? Where will you post/share/edit your work? |
| • Project discussion should be done on Teams or in meetings.<br>• Project progress is tracked on Trello.<br>• Project team members are expected to check email/teams _everyday (TBD)_ and should respond in time.<br>• Project team members should inform other members of any personal matters that could affect their participation in the project in advance. |
| Meetings: When, where are how often will the group meet? How will you set the agenda for each meeting? How will the discussion and decisions be recorded? What administrative roles will be assigned for each meeting? (lead, notetaker, etc) Will those roles rotate? |
| • Meetings should be concise.<br>• Meeting minutes should be taken to record meeting details discussed topics including but not limited to:<br>   ○ Meeting venue and time<br>   ○ Attendance and apologies<br>   ○ Assignment and expected completion time of tasks<br>   ○ Venue and time of next meeting<br>• Meetings can be arranged face-to-face (preferred) or on Teams if members are not available for face-to-face meetings. |
| Planning: How will specific roles or tasks be agreed upon and delegated? How will deadlines be set? How will milestones be followed-up on? |
| • The group will set internal task deadlines prior to the official deadlines of the tasks. The interval between internal deadline and official deadline will be used to:<br>   ○ Peer review and modification of project deliverables.<br>   ○ Review group member contributions.<br>   ○ Finalise other documents for submission, including timesheet, reflection, etc. |

| Decision-making and conflict resolution: How are decisions taken? By majority vote? Consensus? Who decides if, for example, a section of paper needs to be rewritten? How will conflicts be handled? At what point would you get the unit coordinator involved if there is a conflict? |
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| • Decisions should be made with majority vote. |

*We share these goals and expectations and agree to complete our project within this shared understanding.*

Signature:

___James Patrick Braunagel_____

___Stanley Ser Tet Keong_____

___Wenbo Gao_____

___Sachin Joseph Thekkooden_____

___Yanchen Zhao_____

Date: 04 August 2023

**Code of Conduct Grading Rubric:**

Separate, yet related to, the above Code of Conduct is the Grading Rubric.

In the rubric there are five major rules where each member will be graded by the team as whole regarding said team member's adherence to each specific rule. Each rule is scored between zero and three thus a team member may score between zero and fifteen points when graded by their peers. Each member must score at least twelve points to be deemed an effective team member and avoid corrective action by the remaining team members. Rules in general are scored as follows: 3: always adhered to the rule, 2: mostly adhered to the rule, 1: infrequently adhered to the rule, 0: never adhered to the rule.

- Rule 1. Team members attend all possible scheduled team meetings and CITS5206 Workshops (barring extreme circumstances).
- Rule 2. Team members are expected to pull their own weight and contribute an equal share of the work.
- Rule 3. Team members promptly reply to direct communication. (Prompt defined as before the end of business day on weekdays, ideally within a few hours. And additionally, on weekends near project deadlines as necessary).
- Rule 4. Team members follow in-group scheduled deadlines to have work completed early for group review before final submission or communicate to the group any difficulties in meeting these deadlines.
- Rule 5. Team members are to act and behave in a professional manner. (No yelling, name-calling, or inappropriate behaviour).

| Member | Rule 1. | Rule 2. | Rule 3. | Rule 4. | Rule 5. | Total |
|---|---|---|---|---|---|---|
| James | 3 | 3 | 3 | 3 | 3 | 15 |
| Wenbo | 3 | 3 | 3 | 3 | 3 | 15 |
| Stanley | 3 | 3 | 3 | 3 | 3 | 15 |
| Sachin | 3 | 3 | 3 | 3 | 3 | 15 |
| Yanchen | 3 | 3 | 3 | 3 | 3 | 15 |

Signature:

___James Patrick Braunagel_____

___Stanley Ser Tet Keong_____

___Sachin Joseph Thekkooden_____

___Wenbo Gao_____

___Yanchen Zhao_____

Date: 24 August 2023