COS30045 - Data Visualisation

Code of Conduct

**Tutorial Day and Time:**  Monday 12:30 (Melbourne time) on Collaborate Ultra

**Group Number:** 2

**Group Members:**

Pham Hai Long - 102255792

Nguyen Tran Bao Khanh - 103510298

1. Communication

Our agreed communication channel is Messenger, due to both of us being very responsive on this platform. We agreed to check messages daily and reply within 24 hours at the latest. In special cases (such as we had to go offline for a long amount of time due to special circumstances), we are obliged to inform the other teammate (via Messenger and email) AND the tutor (via email). If we receive any message that is urgent, we can voice call each other using Messenger.

Any tasks that have been assigned to a member will be recorded in the meeting minutes. Direct communication will be used very regularly (daily, or at most every 3-4 days) to keep the other member updated on the task progression.

Communication between the 2 members will be in English (aside from the first few days of the unit commence date, prior to the code of conduct creation and agreement).

1. Meetings and Attendance

Meetings will occur weekly. They will be scheduled during the timeframe when both members are free. Both members will be in attendance and on time for each team meeting. In the case of an emergency preventing someone to attend the meeting, the meeting will be delayed to another date. Of course, reasoning must be given before the agreed meeting time.

As for lab sessions and lectures, we will try our best to attend them all. However, due to time zone difference, the lecture session can be difficult to attend (too early in the morning). If a member cannot attend this session, then he/she has the responsibility of going through the recording so that he/she doesn’t miss anything important. The other member, if available, will help with catching up on the missed session.

1. Work Ethic

Each member will do his/her share of the group work, there will never be an occasion where one team member does all the work, nor will there be a time when a group member does none of the work.

We will complete the work assigned to me and complete it on time. Once again, in the case of an emergency which affect my ability to complete the tasks, we must inform one another about it before the agreed date as soon as possible so we can work it out.

Prior to meeting each member will be responsible for being familiar with the meeting topic (by reading lecture notes, book chapters or other research as required).

1. Work Quality

All group members are required to understand every part of each Task.

If someone does not understand a concept or solution, the member must attempt the following:

 read the relevant parts of the lecture notes and textbook

 ask fellow group member,

 talk to the tutor,

 make an appointment for consultation.

Each member will have to confirm the work to finalize it. After this, the work can be submitted.

Group members will come to an agreement about what grade they are aiming for and put in the effort required to reach that grade.

Each member will do everything in his/her capabilities to help my fellow group members understand the work done by the group.

All group members are responsible for ensuring that the produced work is free from plagiarism.

1. Complaint Process and Penalties

We will communicate with my fellow group members about any concerns I have about our teamwork. If there are any unresolvable issues between members, further actions can be taken:

*First breach of code of conduct:* Email warning (Cc to all Group members and tutor)

*Second breach of code of conduct:* Email warning specifying specific actions to be taken by offending student and consequences of not taking recommended actions (Cc to the other member, Tutor, and Lecturer). Optional mediation session with tutor during tutorial time.

*Third breach of conduct:* Individual may be removed from group. In the event that a student is removed from the group and is unable to be placed with a new group, the student will be required to complete tasks on their own with a maximum of 50% mark for the Project.

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As a member of the group, I agree to be bound by this code of conduct. I understand that the group may take further action if it is perceived that I have been in breach of this code. This code of conduct can be changed only if all members agree.

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| **Name** | **ID** | **Signature** | **Date** |
| Pham Hai Long | 102255792 |  |  |
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