

Silver Team, Code of Conduct

October 27, 2008

1. The goal of Silver Team is to conceive, design and develop a prototype of a viable consumer product while learning the fundamentals of Product Engineering Process.
2. All Silver Team members shall respect the time and value of each other and those that assist us in the design process.
 - a. Team members shall arrive on time to meetings and stay on topic.
 - b. Team members shall be respectful of other members' opinions and knowledge.
 - c. In our presentations and interactions with potential customers, we will strive to be honest about our product and its limitations, as well as to give thoughtful consideration to the feedback we receive.
3. Team members shall seek assistance for areas not within their expertise. Such areas include:
 - a. Any engineering discipline/concept a team member is not familiar with.
 - b. Research and marketing.
 - c. Communications and presentations.
 - d. Health and safety.
4. Team members will be responsible for their attendance.
 - a. Silver Team members shall attend all lab sessions, make every attempt to attend outside meetings, check email and the Team Wiki often, and otherwise work to keep themselves involved with and informed about team progress.
 - b. All team members shall contact their team as soon as they know they will miss a scheduled meeting, activity, or event.
 - c. Silver Team members shall, when possible, give 24 hours notice for an unexpected absence.
5. All Silver Team members shall strive to assist others on the team to keep the design project on track.
6. Team members shall express their opinions to teammates, instructors, and team leaders whenever appropriate.
 - a. Silver Team values group participation and recognizes that innovative ideas come from team efforts. To promote innovation, any team member feeling they can contribute to a design is encouraged to input their ideas.
 - b. Any team member feeling Team Silver is engaging in dangerous laboratory, machining, electrical engineering or testing practices without taking appropriate safety precautions shall make their concerns known to safety officers.
7. Team members are expected to complete assigned tasks and inform the team immediately if an emergency situation prevents them from doing so.
 - a. Silver Team members are expected to finish their assigned tasks on time and to a standard that allows other team members to build off their work and research.
 - b. If a team member feels he or she has been assigned insufficient or overwhelming amounts of work, they are encouraged to request assistance

from team leaders.

8. Silver Team members shall maintain a working knowledge of their areas of focus within the project and subsystems being developed by other team members. A clear explanation shall be given to team members who ask for one.
 - a. Team Silver recognizes that team members have varying degrees of expertise in fields, and to make our design process constructive and educational for all members, team members shall explain concepts, designs, specifications, etc. to any team member who requests an explanation.
 - b. Team Silver members shall read meeting minutes if they are absent from a meeting to stay up to date on the developments of other subgroups.
9. Design decisions shall be made in an educated manner involving all team members who are assigned to a given problem.
 - a. Mechanical and electrical design decisions shall be supported by sound engineering practice and physical experimentation.
 - b. Industrial design decisions shall be made based on practical design parameters and supported by consumer and professional consultation.