

The 2009 2.009 Blue Team will uphold the following principles:

- I. **Honesty:** Team members will be honest about all aspects of the project, especially including testing, time commitment, and feedback.

Team members will not bias results during product tests, and will report all results to teammates. If questions remain unanswered or if test results are inconclusive, team members will perform rigorous testing to answer these questions.

Team members will be clear about the time they can commit to the class and will honor all time commitments made to the team.

Team members will be honest with each other about individual and team progress; feedback must be provided with justification and framed in a relevant and constructive manner that will benefit the feedback recipient(s).

- II. **Respect:** Team members will respect all teammates, classmates, course staff, and other individuals and organizations with whom we may interact.

Team members will remain open-minded and will listen to and respect the opinions of their teammates.

Team members will refrain from making negative comments that may be interpreted in a hurtful manner.

Team members will respect the Blue Team lab bench, tools, and equipment, as well as the lab bench, tools, and equipment of other teams, in order to maintain a safe and productive work space.

Team members will respect each others' time and will strive to work effectively and efficiently.

- III. **Teamwork:** team members will work collectively towards a common goal.

Team members will delegate tasks to ensure that all team members remain involved in the project process. Team members will work to meet deadlines and ensure that the team remains on schedule.

Team members will remain in constant communication with each other via email, chat, or wiki updates to ensure that the team remains informed of each member's progress.

Team members will work together and provide assistance when and where they can; team members will also ask for assistance if needed.

- IV. **Safety:** Team members will ensure that safe laboratory practices are observed.

Team members will always wear lab-appropriate clothing and personal protective gear when working in lab.

Team members will consult with both safety officers when working with foreign chemicals and materials, and will provide safety officers with an MSDS for the chemical/material.

- V. **Financial Responsibility:** Team money will only be used to make purchases for materials required for the team project.

All purchases must be approved by the team and documented accordingly to ensure that the team remains within the budget specified by the course administration and finance officers. Purchases may only be returned in their original unused condition.

- VI. **Customer Collaboration:** Team members will remain in continuous contact with customers to solicit feedback and refine customer needs.

- VII. **Shared vision:** Team members will maintain a clear and shared vision of their project.

Team members will ensure that teammates fully understand topics of discussion before moving on to the next topic; conversely, team members must speak up if part of a group discussion is unclear and could lead to a conflicting project vision.