

Code of Ethics

We, as the 2.009 Silver Team, promise to uphold:

Respect: Team members must respect and appreciate each other's time, viewpoints, and efforts.

Team members will be punctual and timely in working towards milestones; they will notify each other about lateness and absences.

Team members will leave personal feelings aside, act cordially, and will not attack another teammate for failure.

The team will keep criticism impersonal and resolve conflicts in a civil manner.

Team Work: All team members will actively communicate with and seek to help each other to maximize the efficiency of the team.

Team members will observe and uphold the organization of the team's structure.

Work will be delegated or requested based on each member's availability and ability.

Team members will always work with parallel purpose and actively seek new tasks upon completion of prior assignments.

Honesty: Members of the team shall always be actively honest with themselves, the entire team, and all interested parties in 2.009.

Team members must make an honest evaluation of their own skills and should ask for help when necessary.

Team members must disclose concerns, give honest feedback to the team and make an effort to not withhold pertinent information. Likewise, excessive praise should be avoided.

All behavior shall remain within the bounds of professional standards and Massachusetts Institute of Technology academic integrity policies.

Resource Management: The team should strive to allocate money and time efficiently at all times and avoid reinventing the wheel.

All purchases should be made with specific purposes and according to 2.009 purchasing guidelines.

The entire team must approve all large expenditures. Individuals and task forces may use their own judgment for smaller purchases.

Team members will use management tools such as Gantt charts and weekly budget updates to effectively keep track of resource flow.

Accountability: The team, and each team member, shall always accept responsibility for their actions, or lack thereof.

Team members are allowed ownership of ideas, but not overreaching entitlement.

Team members will avoid shirking responsibility for their assigned tasks.

Team members will always come to lab and meetings prepared because the team is always accountable for the final product.

Decisions: The team should make it a priority to reach consensus when making significant decisions.

Team members should be rational and acknowledge all assumptions when making decisions.

All team members should be encouraged to participate in discussions and meetings so that thorough and diverse input is provided during the decision making process.

The team should not revisit decisions without new information.

Clarity of vision: The team's goals should be accurately defined and undergo revision when needed so that all team members have a clear idea of the team needs and schedule.

The team should leave 2.009 with a finished and polished product.

Each team member should state his or her contribution at the end of the week.

Team members should all be aware of all aspects of the product so as to be equally knowledgeable during presentations and reviews.

Team members should always strive to make something they are proud of and be able to justify their actions.

Maintain Safety - The team must ensure safety both in the lab during the development of the product(s) and during its use, intended or not, by the user.

During the design phase, the team must ensure the product safety is up to the standards set by appropriate and applicable regulatory bodies.

The team will maintain a clean and orderly workspace, observe the rules of the Papallardo laboratories, engage in safe machine shop practices including identifying and being mindful of hazards, as well as make use of and post the MSDS for any and all hazardous material used in the product of the construction thereof.

If any work being done in lab or design options seem unsafe, the team member witnessing the unsafe conditions or use case shall notify the team Safety Officer.