

Orange Team Code of Ethics 2010

The 2.009 Orange Team will uphold the following ethics:

a. **Safety:** Team members will take an active role in looking out for each other's well-being, health, safety, and happiness. Doing so is a top priority.

Team members will engage in appropriate tool use and conscientious behavior to maintain a safe work environment.

b. **Diligence:** All team members will work hard and find ways to be proactive in contributing to the team.

Team members will be honest with each other about their skills, abilities, and time commitments, and, accordingly, contribute as much as possible.

All team members will communicate what interests and challenge them, so that we can group around work accordingly. Team members should keep the team's ultimate goal in mind, asking themselves how their task relates to the big picture. Further, team members should stay up-to-date with the team's progress and deadlines in order to make the most appropriate contribution

Team members will work toward creating a productive and enjoyable 2.009 experience for the team as a whole.

c. **Execution:** All team members will be held accountable for the responsibilities they take on and will be expected to complete assigned tasks

In order to keep the team on schedule, team members must complete tasks they take on by the assigned due date or earlier, as decided by the team.

Team members will maintain communication with the rest of the group, letting the team know the status of their task when appropriate, alerting the team to any projected delays as soon as they occur, and asking for help when necessary.

d. **Honesty:** All team members will have honest and open communication among the team.

When updating the group, team members will accurately relate the progress of their work, present only accurate data, and reveal any problems they have encountered with the product. Significant obstacles to the team's success should be immediately shared with the team upon discovery.

The team will adhere to the MIT policies on academic integrity in reporting their work.

Budget money will be used in accordance with the course rules. All products acquired will be paid for appropriately and used only for the purposes of the project. The team will make returns in good faith only.

e. **Obligation to voice opinion:** If a team member does not agree with what is happening or questions something, they have an obligation to voice their concerns to the rest of the team.

Team members should voice disagreements they may have, making clear to the team their reasoning, so that the team as a whole understands each other and can make the best decisions possible.

The team will consider all possibilities and concerns when making decisions, actively seeking out the input of the members. Decisions will be made based on data, experience, and solid reasoning. Reasons for making decisions will be made clear to the team.

Team members will ensure they share a common vision before spending significant time devoted to individual contributions.

f. **Respect:** All team members will regard each other with respect.

When interacting and working, team members will respect each other's personal choices, interests, opinions, and skill levels.

Team members will communicate with each other respectfully and constructively, even in times of disagreement.

Team members will treat individuals and organizations graciously and respectfully, representing the team's work in an ethical manner.

g. **Balance:** All team members must strive for an appropriate balance between outside obligations and 2.009 responsibilities. Sleep is required.

Team members will be honest with each other about their skills, abilities, time commitments, and availability for meetings. Team members should not take on more than they can knowingly handle. Team members will treat each other's time with respect as well.

Team members should absolutely take care of their own health and happiness first, so that they can be well-functioning, respectful, and reliable team members.

h. **Coordination:** Team members will find ways to work together as effectively and openly as possible.

Individuals will keep track of assignments and deadlines in order to know when the team should meet and come to final decisions. Further, team members should attempt to understand the product vision and components as well as possible so that work can be better planned out ahead of time.

Team members will communicate their strengths and weaknesses so they can contribute to tasks effectively. Once individuals have taken on necessary tasks, they will complete them before contributing to other team goals.

Every assigned task force will have clearly stated objectives and expectations for members. Within task forces, individuals will update other members with work they have completed and what is left to be done.