Green Team Code of Ethics

October 28, 2011

1. Work Habits: Team members will share responsibility in a safe and efficient manner.

    i.   Team members will wear safety glasses, tie up long hair, and wear close-toed shoes at all times while in the lab.

    ii. All tools will be put back where they belong after each use.

        a.   An exception will be made if another team member requests that items be left as they are.

    iii. A team member who is unsure how to safely or correctly perform a task will ask another team member or a shop assistant for advice.

    iv. A team member who is asked how to safely or correctly perform a task will give advice as well as possible, or refer the asker to another person.

    v.   The status of all work will be communicated frequently to the rest of the team.

    vi. Team members will make use of the wide range of available resources and experience.

2. Budget: Team members will use the budget responsibly.

    i.   The team members will adhere to the 2.009 Purchasing Code of Ethics at all times.

    ii. Each team member will be able to defend any potential purchases to the rest of the team prior to making them.

3. Courtesy: Team members will be courteous and helpful and act in good faith when interacting with each other.

    i.   Team members will adhere to deadlines strictly, whether course-imposed or self-imposed.

        a.   In the case that a team member is having difficulty meeting a deadline, the team will be notified of the delay or request for extra help as soon as the team member is aware of the difficulty.

    ii. Meetings will be scheduled no less than 24 hours in advance at times appropriate for all attendees.

    iii. Team members will contribute to the creation of a stated purpose and general agenda for meetings and submit them to the team with sufficient time for feedback prior to the start of the meeting.

    iv. Team members will arrive at meetings on time and prepared.

    v.   Notes from each meeting will itemize important information, tasks, and decisions and published consistently to the wiki.

vi. Team members unable to attend a meeting will read the posted notes and direct any questions or concerns to teammates in a timely manner.

vii. Team members will not take on more work than that which still allows adequate time for sleep, other classes, and personal commitments.

viii. Team members will delegate work evenly in the way that is most beneficial to the entire team (highest quality results in the shortest time).

4. Professional Integrity: Team members will conduct themselves honestly and with emphasis on collaboration for the success of the project.

i. Team members will adhere to the MIT Academic Integrity policies at all times.

ii. Team members will document their work and sources of information that are relevant to the project in an accessible manner.

iii. Team members will respect one another at all times. Any criticism will be made publicly and respectfully.

iv. The needs of customers will be actively considered in decisions about the product.

5. Communication: Team members will keep the team up to date on progress made and keep an open communicative policy.

i. Team members will use email, text messaging, and the Wiki in order to document and communicate progress and important updates. Team members will stay current with the progress of others.

ii. All opinions will be heard and respected.

  a. Team members will not communicate with subsets of the team about major issues. Important issues will be brought up with either the SI's or the entire team.

iii. Advance notice will be given of impending important decisions.

  a. When advance notice is given, team members will research and document relevant information.

  b. Team members will ensure each person's research and opinions are considered as part of the decision making process.

iv. Team members will value, but not rely upon, input of instructors and other advisers.

v. Communication with customers will be professional, courteous, and documented.