Orange Code of Conduct

- **Safety.** *We will adhere to safe, healthy practices at all times.*

    o That includes getting a reasonable amount of sleep, especially before working with potentially dangerous tools.

- **Product.** *We will strive to create the most elegant, innovative, useful, and safe product we can given our time and resource constraints.*

    o Whenever possible, we will design to the highest engineering standard with the best possible performance that we can.

    o Our product will be new, with a purpose that no other existing product fulfills.

    o We will design our product according to consumer needs. We shall collect market research to sufficiently inform our design decisions, and we will not deviate from the conclusions from said research unless significant feasibility or efficiency considerations force us to do otherwise. Our product will provide clear, concrete benefits to users.

    o Our product will be safe to use and will fail gracefully.

    o We will not set unachievable goals. However, if we accomplish a goal with time or resources to spare, we can begin work on other later goals.

- **Responsibility.** *We will be responsible, both in terms of our commitment to the team and honesty.*

    o We will neither overcommit ourselves nor try to do less than our fair share of work. The team as a whole will determine a fair distribution of labor, with the input of each team member regarding his/her capabilities, time estimates, and external commitments.

    o When we do make a commitment to complete a task by a certain time, we will try to finish that task on time to the best of our ability.

    o However, if we believe that we will not complete an agreed-upon task on time, we will inform the team as soon as possible, which will in turn redistribute work accordingly.

    o We will not pass off others' work – including that of external consultants – as our own. We will give credit to those who deserve it.

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- **Efficiency.** *We will complete tasks in the most cost- and time-efficient manner possible through planning and coordination.*

  o We will plan ahead and ensure that every team member is on the same page regarding personal responsibilities. On a regular basis – usually at the end of team meetings – we will agree upon a detailed outline of the tasks for the subsequent period that includes: (1) descriptions of each task, (2) concrete deliverables, (3) by when each task needs to be completed, and (4) by whom.

  o When determining tasks, we will promote: parallel processing, collaboration with experts, synergy within the team, and approximately equal distribution of labor. In addition, we will avoid: bottlenecks, unnecessary duplication of efforts, and unreasonably difficult or expensive tasks.

  o While we create short-term outlines, we will consider the long term progression of the project.

  o For everything – components, manufacturing, completion of tasks, etc. – we will choose the quickest, least expensive option that does not compromise another aspect of the project. Whenever such an option does entail other compromises, we will weigh the tradeoffs carefully.

- **Decisions.** *Our decision making process will be logical and balance efficiency vs. unity.*

  o All decisions shall have at least some basis in data or logical reasoning.

  o We will make all major design and administrative decisions collectively as a team, during meetings or e-mail conversations to which all team members have reasonable access. For the sake of efficiency, minor decisions will be made by individual team members or taskforces.

  o Although individuals/taskforces shall be responsible for distinguishing between minor and major decisions, a "minor" decision can be revisited by the whole team, should one or more team member so desire.

  o We will try to achieve general team consensus on major decisions. If that outcome seems unlikely after significant time and effort, the team will resort to a majority vote. The minimum required time and effort towards achieving unanimity will vary based on the importance of the decision.

- **Expenditure.** *We will spend money legitimately and intelligently through accountability and planning, respectively.*

  o The team shall spend money in accordance with the course rules.

  o We will get approval from the appropriate, agreed-upon channels before spending team money. Anyone who does not follow the proper process might not get reimbursed. The process can vary with time, upon agreement of the whole team.

  o The total budget shall be appropriately distributed among the components of the project such that budget limitations do not prevent significant progress within any one component.

- **Cohesion.** *Team members shall act and interact in a manner that promotes cooperation and team spirit, unless such action/interaction directly and significantly interferes with any of the above points.*

  o Higher team cohesion correlates with higher performance and satisfaction.

  o If one team member is unhappy with another's actions or attitude, he or she shall provide constructive feedback as soon as possible.

  o Team members shall be respectful of each other and other teams.

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