In order to promote a fun, productive, and respectful environment, Team Silver agrees unanimously to uphold, and to encourage other team members to uphold the following principles:

1. **Honesty:** Team members will be honest to each and other stakeholders about all facts and situations pertaining to the project.

   Updates to the group will be comprehensive and legitimate- problems encountered will not be concealed, and all data and results presented must be legitimately found.

   Team members will not represent another's ideas as his/her own.

   Team members will use honesty in dealing with customers, interviewees, and client organizations.

   All behavior must occur in accordance with the Massachusetts Institute of Technology policies on academic integrity.

2. **Behavior:** Team members will act respectfully, safely, and productively.

   Team members will be courteous and respectful to one another at all times.

   Safety is a top priority, and team members will do nothing that would endanger the safety of themselves or others.

   While fun is certainly encouraged, members of Team Silver will retain their focus on work and will not stray too far afield from the topic they are working on.

   Team members will represent the team well by working respectfully and professionally with customers, interviewees, and client organizations.

3. **Teamwork:** Team members will recognize the importance of teamwork and strive to optimize productivity by encouraging cooperation and respect.

   Team members will respect each other's time by being on time to meetings.

   Team members will value each other's contribution by scheduling meetings to maximize participation and striving to attend all meetings.

   The team will assign tasks based on members' abilities and interests. As such, all members will be honest and forthright about their strengths and limitations.

   Team members should be honest with themselves and the group about their availability, strengthens, and limitations- they should never take on more than they can knowingly handle.

   Assigned task will have a clearly stated objective, which is known to and agreed upon by the team.

   Team members will honor the trust given to them by completing their tasks thoroughly and on time. Individuals shall work on their assigned tasks first before contributing to other assigned tasks.

4. **Decision Making:** Decisions will be made fairly and appropriately, with all relevant information considered.

Team members will listen to and consider the suggestions of others, and not interrupt while another is speaking.

To aid in the full team's decision, team members will, to the best of their ability present all information relevant to a decision.

Decisions shall be based on facts rather than opinions. The rationale of all decisions will be clearly recorded so that the decision can be reconsidered easily, if necessary.

Team members shall not vote in order to hasten a decision.

5. **Communication:** Knowing that clear communication is key to effective teamwork, team members will communicate their actions and opinions quickly, succinctly, and clearly.

   Team members will update each other frequently, so that team can offer advice and help or change the scope and direction, as needed.

   Meeting minutes will be posted within 24 hours of the meeting for review by the team. Action items from the meeting will be clearly delineated and posted again specially for review.

6. **Financial Responsibility:** Project budget money shall be efficiently used in accordance to the rules stated by the course administrator.

   Services and products acquired should be used appropriately, only for the purposes of the project.

   Wasteful and unnecessary expenditure will be avoided. Alternative vendors should be considered when appropriate, in order to minimize costs.

   Purchases may only be returned unused and in good faith.

7. **Experience:** Team members will all strive to optimize their own and each other's 2.009 experience.

   Team members should keep the ultimate goal in mind and always think, "How does this task relate to the big picture?"

Team members acknowledge that this code is not comprehensive, and agree to uphold the spirit of the code, not just the letter.