

# Purple Team Code of Ethics

**Mission Statement:** We are one. We are Purple.

## I. Transparency

### *Personal*

Communicate your thoughts and opinions on a matter in a professional manner. The goal here is to be unbiased/open-minded. Accept tasks you believe to be within your ability to accomplish. Factors to take into account: abilities, skill sets, proper sampling of “free time”.

### *Team*

When the task (especially when critical) you have accepted can not be complete within the time frame you anticipated, it is imperative to tell the team and/or System Integrator. The task might be easily completed with another set of eyes, so don't be afraid to ask for or offer help from the rest of the team.

### *External*

Be honest to course instructors, lab instructors, mentors, communications team, course staff and industry contacts about the current state of the product. Resources, advice, and suggestions from external sources are valuable, and should be treated with proper respect.

## II. Budget

### *Personal*

Be aware of budget policies as outlined by the course leadership team and financial officers and follow them. All purchases must be used only for the purpose of the project and returns made only for unused purchases. Turn in receipts to a team financial officer in a timely manner, and financial officers will submit RFPs in a timely manner. When purchasing items, buy only what is necessary, and shop for good fit and lowest price for the needed quality. Consult with the shop staff to eliminate overlap with items they already have and determine the best solution to the problem. Consult with a financial officer if unsure about any purchase or delivery location.

### *Team*

Communicate expected expenditures with financial advisors before purchases are made. This includes purchases made from the Pappalardo store in lab. If the expected expenditure is exceeded, notify a team financial advisor as soon as possible. Purchases over 100 dollars must first be approved by both financial advisors.

### *External*

When inquiring about products, communicate with experts and vendors politely and respectfully.

## III. Attitude and Behavior

### *Personal*

Strive to keep contributions on topic and avoid side conversations during team meetings. When making decisions, consider the team's ultimate goal rather than the immediate problem. Look for ways to enjoy 2.009. Have fun with the project and Purple team! Keep a positive attitude by learning from mistakes rather than ignoring, rationalizing, or obsessing over them. Be respectful of team resources and the team workspace. Keep our team space tidy and help others clean up. Everything is “our project” rather than “his/her task.”

### *Team*

Respect your teammates' opinions and experiences. Listen with an open mind and keep criticism constructive. Speak up using neutral language that references “the product” rather than “you” or “me.”

Help teammates with work. We will follow the MIT Code of Responsible and Ethical Conduct as well as ASME Code of Ethics of Engineers.

*External*

Use professional language, behavior, and respectful attitudes with all.

IV. Decision Making and Coordination

*Personal*

Each team member should be aware of the work being done inside and outside of his/her task force such that progress and need of assistance is clear. This shall be done through an electronic task assignment excel document through Google Docs. Each team member should document all work done pertaining to 2.009 and compile relevant information in a format to be determined by the Wiki Masters.

*Team*

Rather than voting to make decisions, discussions will be held with the goal of reaching a consensus. All meetings will be ended with both a verbal and e-mail summary of what was accomplished, what decisions were made, and what tasks were assigned. Agree on a single product vision such that the "picture" of the product is consistent between all team members.

*External*

The product vision should be able to be explained to an outsider by any team member in a consistent manner. All decisions and task assignments should be documented on the Team Wiki and be made known to the instructors.

V. Safety

*Personal*

When carrying out an experiment or test, consider all potential problems or safety hazards before proceeding. Before performing a major test, inform a team safety officer, Professor Wallace, and any other relevant parties involved. Always be aware of what is going on around you, particularly when performing an experiment or working in lab. Follow all standard lab safety procedures (no open toed shoes, safety glasses, all long hair must be pulled back and no clothing that might get entangled in machinery).

*Team*

Always consider the safety of fellow teammates and third party members. Inform a teammate if he/she is doing something potentially hazardous or has overlooked a safety consideration.

We, as Purple Team, agree to uphold this code.

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