

Team Silver - Code of Ethics

I. Transparency

Team Silver will work to create an environment that is open, honest and transparent through strong communication skills.

- a. Communicate clearly with the group about the work you are doing during reports.
- b. Provide accurate feedback on your task. When you have legitimate concerns, report them as soon as they are identified to help solve them quickly. Talking about problems will help solve them quicker.
- c. Ask team members for help if you are unsure about how to complete a task or need help completing a project.

II. Etiquette

Team members will follow a strict code of etiquette during meetings based on mutual respect.

- a. Be on time to all meetings and lab time. If you miss a lab meeting, or are late, read meeting minutes thoroughly and follow up with team members for additional information.
- b. Accept that what is decided at team meetings if you were not at the team meeting for unwarranted reasons.
- c. Refrain from working on other projects during meetings.
- d. Listen to other team members until they have finished speaking; Do not cut people off when they are talking.
- e. Always expect and welcome honest feedback. Acknowledge what other team members say.
- f. Respect that when a decision is put to a vote, a $\frac{2}{3}$ majority shall decide it. Once the decision is made, move forward with the team's decision.
- g. Team members shall ensure that they share the same vision before investing themselves in their own individual contributions.

III. Time Management

With good time management skills, we will equally distribute labor at all times.

- a. Manage team meeting time effectively; be productive as possible by staying on topic, following a set agenda, and giving your full attention at all times.
- b. Don't take on too much if you are unable to take on the responsibility, and if you have more time, contribute to other areas that are in need of assistance.

- c. Have an updated Gantt Chart at all times; include as much detail as possible.
- d. Ask for help if you feel you are taking on too much and the workload has not been divided equally.

IV. Safety

Safety in lab and as a feature of our product will be a priority.

- a. Take a reasonable break in lab if needed for rest, food, or mental break.
- b. If team members are using unsafe lab habits, intervene and correct technique, or consult safety officers for proper methods.
- c. Verify testing and demonstration procedures are safe for users and reviewers with instructors, safety officers, and team.
- d. Before beginning work in lab, take a moment to double check that you are wearing the correct and lab-safe attire (closed toe shoes, safety glasses, hair tied up, no jewelry, etc).
- e. No food or drink in the lab space, since it poses a health safety hazard.

V. Respect

Having respect for team members and instructors will make this the best possible experience for all involved.

- a. Respect other team members' prior time commitments, such as other classes, events, personal commitments, etc.
- b. Respect your prior time commitments outside of 2.009, but avoid making ones that will interfere with team responsibilities.
- c. Listen to and acknowledge team members' and instructors' opinions.
- d. Do not feel intimidated in sharing your own opinions.

VI. Teamwork

Teamwork will help us all accomplish our tasks more effectively and efficiently.

- a. Accomplish tasks that you took on by the appropriate deadline.
- b. Work ahead of schedule so any extra time can be given to assist those team members who may need some help.
- c. Put the team's goals first and be open to ideas different from your owns. In other words, don't be married to your ideas.
- d. Divide the workload as equitably as possible.
- e. Team Silver is united. Any past conflicts or concerns with the other section shall be removed from the mind, and the success for the team as a whole is understood.

VII. Budget

Team Silver will respect and work together to follow the budget as defined by 2.009 administrators.

- a. Understand and review the 2.009 Code of Ethics for Purchases before purchasing items.
- b. Make a reasonable effort to find the best price option when making purchases (do not just purchase from the first vendor you can find).
- c. Before purchasing, justify that the item is necessary and worth the cost to our budget.
- d. Have a transparent record of all purchases made by the team that is accessible to all members.
- e. MIT is tax free. Any purchases should use the Tax exempt form or number on the card when purchases are made.

VIII. Professionalism

Team members will remain professional when interacting with any and all clients and 2.009 staff.

- a. Look and act professional when working with clients (potential consumers/users, companies, etc.)
- b. Be prepared prior to an interaction with the client; respect the client's time.
- c. Abide by the client's business policies, regarding photographs and videos of activities and disclosing company information.
- d. Respect the time and effort of all 2.009 resources, including Pappalardo Staff, TA's, Instructors, and Librarians.