

## The 2.009 Blue Team shall uphold the following principles:

**a. Honesty:** Team members will be honest and open about all things concerning our product and the associated processes leading to its completion.

- Team members will present all relevant and truthful information related to research, testing, and findings to the group, and disclose errors and obstacles found along the way.
- All behavior and actions must not be in violation of the Massachusetts Institute of Technology policies on academic integrity.

**b. Work Habits:** Team members will use common sense and exercise appropriate judgment, keeping the ideals of efficiency and effectiveness in mind.

- Team members should be honest and realistic about their workload, other commitments, and strengths and weaknesses.
- Team members will look out for each other's well being, prioritizing safety and health.
- Team members have the authority and obligation to stop work if dangerous or unsafe conditions are observed.

**c. Behavior:** Team members must behave in a professional and respectful manner both in and out of formal meetings.

- If a team member has a conflict with another individual on the team, he or she will work to resolve it by communicating with an instructor, SI, or the individual himself.
- Team members will maintain a positive attitude about the tasks at hand, while also considering the reality and constraints of the situation.
- Team members should voice their thoughts and insights in a respectful manner and should be open to receiving constructive criticism while maintaining a respectful demeanor.
- If a team member becomes involved in a side conversation, he or she will use their best judgment as to either end it or raise the point to the entire group.

**d. Communication:** The team will be open, honest, and timely in all forms of communication, whether it be in person or via alternative communication method.

- Team members should be efficient in discussion, and do their best not to deviate from the topic at hand during important discussions.
- Team members shall be honest about their availability and ability to accomplish tasks. If an individual knows they will be unavailable, or unable to finish a task, he

or she will let the team know immediately.

- Team members will do their best to respond promptly to communication, and present critical updates to the team as soon as possible.

**e. Teamwork:** Team members should recognize that as a team, we are working towards a common goal.

- Team members will step in and help other team members with their tasks when necessary.
- Team members will ask for assistance when help is needed.
- Team members are responsible for finishing the tasks to which they are assigned even if they are helping other individuals with their tasks, and will follow the communication canons in reporting any resulting delays.

**f. Decision Making:** Once a decision is made, all team members will put their best effort forward to successfully complete the team's decision.

- Team members will make objective decisions that benefit the group as a whole and will not allow personal preference to interfere with the best decision for the team.
- If a team member has a strong issue with any team decision, he or she will voice his or her opinion in a respectful manner.
- Team members will remember to criticize ideas, not people, and will not view criticism as offensive but as constructive.

**g. Budget:** Team members will follow monetary policies in accordance to the rules stated by the course administrator and enforced by the team financial officers.

- All services and products purchased for the project shall only be used for the project.
- Team members are responsible for truthfully reporting their own expenses in a timely manner.
- A team member will not return a purchased product if it has benefitted his knowledge or understanding.

**h. Team Objectives:** As a team we will strive to embrace challenges and get a good experience from the 2.009 semester as a whole.

- Team members will make it their responsibility to have a clearly assigned task, and if they are unclear of the objective, they will ask and find out.
- Team members should emphasize strengths to aid the team but not shy away from their weaknesses in order to improve their skill set.