

## 2.009 Pink Team Code of Conduct

*The 2.009 Pink Team shall uphold the following principles:*

- I. **Conduct:** *Team members shall respect each other, their workspace, and themselves.*
  - Team members shall maintain a positive attitude and stay on task during meetings.
  - Team members shall make the team a high priority when approaching critical deadlines in order to deliver the best results possible.
  - Team members shall maintain a safe work environment by keeping the lab area neat, adhering to safety procedures, and only operating equipment they know how to use safely.
- II. **Attendance:** *Team members shall maintain an active role on the team.*
  - Team members shall attend meetings set by task force leaders, having read the agenda and action items ahead of time. Task force leaders shall send agenda and action items at least one hour in advance of meetings.
  - Team members shall arrive no later than 5 minutes past scheduled time. If a member will be late or absent, he/she will notify the task force leader as soon as possible. Any member who fails to do so will be responsible for bringing snacks to the next meeting.
  - Team members shall read over the minutes of any meeting that they missed.
- III. **Communication:** *Team members shall maintain effective, efficient, and prompt communication with the rest of the team.*
  - Team members shall check email and phone daily, and respond to phone calls, texts, and emails promptly.
  - Team members shall communicate all thoughts and information in an honest and professional manner. All that is said shall be considered respectfully.
  - Team members shall take responsibility for what components he/she can reasonably accomplish within the time frame and to the standards expected. If a task cannot be completed, he/she will tell the rest of the team and seek a solution quickly.
  - All meetings and research shall be documented via notes, photos, videos, agendas, minutes, and emails. These shall be uploaded on the team site (PM or Google Drive).
- IV. **Decision-Making:** *All decisions shall be transparent and well-informed for the benefit of the team and the project as a whole.*
  - The team shall make decisions by collective discussions considering objective data, experience, and knowledge. Resulting agreements shall be made clear at the end of discussion and documented in writing. If consensus cannot be reached in a reasonable time, then a majority vote will be taken to make a decision.

**V. Leadership:** *All leaders shall fulfill the responsibilities of their respective positions to meet the needs of the team.*

- System Integrators shall set appropriate deadlines, set team objectives to meet those deadlines, delegate tasks to team members, organize team meetings, write lab agendas, and follow-up report, hold teammates accountable, communicate with each other and mentors.
- Task force leaders will follow the above with respect to their task forces.
- All team officers shall submit a weekly update to System Integrators.
- All team members shall also consider themselves leaders on their own tasks. Therefore, they shall take the initiative to work on those tasks, and make decisions relating to those tasks, until they are completed.

**VI. Respect for Partners:** *Team members will initiate and maintain positive and respectful relationships with outside partners.*

- Team members shall interact respectfully with all outside partners, including mentors, TA's and clients. It is the responsibility of the team member to initiate requests with outside partners for information or advice, and they should conduct all communication in a timely and polite manner.

**VII. Budget:** *Team members shall handle the project budget money in a conscientious manner.*

- All services and products acquired should be paid for appropriately and used only for the purposes of the project. Purchases may only be returned unused and in good faith.
- Team members are responsible for communicating purchases ahead of time and turning in their own receipts in a timely manner to financial officer.

**VIII. Vision:** *Team members will always work with the product vision in mind.*

- Team members shall focus on meeting the needs of the immediate milestone, without losing sight of the ultimate goal.

***This contract has been read, understood and agreed on by all members of Team Pink:***

Emma Benjaminson  
Hana Khalil  
Shirley Mao  
Adrian Grossman  
Khalid Alqahtani  
Jorge Colmenero  
Bruce Arensen  
Fernando Rivera Gonzalez  
Christopher Munroe

Stephanie Ku  
Katie Spies  
Abdulrahman Khayyat  
Cheetiri Smith  
Kojo Welbeck  
Benjamin Hessels  
Tarun Malik  
Ahmed Madani  
Katherine Martinez