

Code of Conduct

Yellow Team 2013-10-22

Principles

Honesty

Team members will be honest in all 2.009-related communications, both within the team and with professors, instructors, mentors, and consumers. Information will not be presented in a misleading fashion, and problems will be expressed, not hidden.

Teamwork

Team members are expected to contribute at a *minimum* equally to the project. If unexpected obstacles are encountered, it is expected that available team members will volunteer and work together to overcome the obstacle. Team members will also not monopolize aspects of the project if others desire to contribute.

Consideration

Team members will be considerate of other members, professors, mentors, and consumers' points of view. Team members will consider these points of view earnestly and try to understand how they can be used to better the product and the team. Team members will be considerate of any difficulties other members may have.

Canons

Communication

Team members will contribute their ideas and opinions, especially during meetings and in digital communications. Opinions will be communicated as opinions, not as facts, and facts will be communicated objectively. Team members are expected to communicate problems as they manifest to the people that the problem will affect, in a timely manner. If a team member requires assistance in completing an assigned task, they will ask for help.

Team members, especially the SI, will be responsible for communicating non-aggressive, honest, and constructive feedback on other member's performance. Team members receiving feedback should consider the feedback, and make any necessary changes in performance.

Preparation

Team members will come prepared whenever they are to be working with other team members, consumers, professors, or mentors. This includes understanding what needs to be accomplished and knowing any prerequisite knowledge.

Commitment

Team members are expected to complete assigned tasks by the agreed-upon time. If a task cannot be completed on time, this will be communicated to the people it will affect, and the team member will ask for help. Team members will be committed to quality work--members are expected to not just work until a task is done; they are expected to work until a task is done *well*. Team members will also commit to arriving at meetings on time.

Budget

Before purchasing an item, team member are expected to critically weigh the importance of the item and the cost of the item before making the purchase. Other team members working on the same task will be included in this decision, and if the purchase is greater than \$30, the rest of the team will be involved in the decision. Financial officers will be informed of purchases within the same day of purchasing to better keep track of budget, and to insure that appropriate steps are taken for reimbursement.

Decision Making

If a team member needs to make a decision that will affect other people, he or she will consult the people it will affect. Large decisions, which affect everyone and the direction of the product as a whole, will be made jointly with the entire team. Decisions will not be made before everyone has a chance to communicate their ideas and opinions. Team members are expected to consider objectively the point of view of everyone else when making a decision.