

Code of Ethics

The 2.009 Blue Crew consists of team members Sultan Alsubaihin, Juanita Ballesteros, Amelia Brooks, Parker Chambers, Chris Cho, Samantha Darryanto, Ricardo De Armas, Bitzy Flamholz, Karen Hao, Teresa Ho, Sebastian Joseph, Delphine Kaiser, Jenna Klein, Annie LaBine, Mario Martinez, Naina Mehta, Fernando Nunez, Jack Queeney, Sherry Ren, Aziz Tunusi, Cameron Wagar, Helena Wang, Justin White, and Cathy Zhou.

Blue Crew team members shall uphold the following principles:

a) Integrity:

Team members will be honest with each other about work, findings, and test results.

- i. Team members will only contribute valid information to the group's efforts, with the intention of progressing the project work towards completion in a sincere and thoughtful manner.
- ii. Team members will uphold MIT's policy on academic honesty. In particular, as relevant to 2.009, team members will not present other's work as their own, nor will they be dishonest about their contributions in reflections, discussions, etc.
- iii. Rather, team members commit to actively seeking ways to improve the clarity and accuracy of information contributed to the group.
- iv. Team members will not tolerate the dishonesty of others and will report dishonesty to the SI's or lab instructors.

b) Fairness in Decision Making:

All ideas will be given equal consideration.

- i. Opinions not supported unanimously will be discussed at sufficient length such that all parties have had the opportunity to voice their opinions.
- ii. SI's opinions will not have greater weight in decision-making than other team members'.

Opinions will be considered objectively and judged on merit, not on popularity.

- iii. Merit will be determined through methods such as the Pugh chart and other decision-making tools.

d) Collaboration:

Every team member will allow responsibility to be shared in the completion of deliverables.

- i. Team members understand and accept that splitting up tasks/delegating work may be necessary in order for the team to be confident of the timely completion of all deliverables.

e) Communication:

Team members are expected to follow the agreed upon channels of communication and adhere to the project timeline.

- i. Formal communication will be shared during lab and sent out through email. Informal communication will be sent through the team GroupMe.
- ii. Team members are expected to reply to emails promptly before they lose relevance.
- iii. SI's will meet weekly. Meetings will be open to all team members to attend for providing feedback and bringing up other topics of discussion.
- iv. SI's will communicate preparation for lab meetings at least 24 hours, and preferably 48 hours, in advance of lab.

To the best of our abilities, team members will be knowledgeable of each other's progress, time commitments, needs, and opinions.

- v. Every team member is expected to explain his/her designs and mechanical solutions to the team during lab discussions so the team can apply these ideas towards developing the product.
- vi. Team members commit to using their best judgement when making decisions and managing their time.
- vii. Team members will voice their need for assistance if a task appears to be behind schedule.
- viii. Team members will let the team know of their personal commitments (exams, meetings, etc) in order to allow work to be delegated. The team will work together to balance work amongst team members as efficiently as possible in order to prevent individuals from feeling overloaded or overworked.
- ix. Team members will communicate critical issues a minimum of 24 hours before the relevant deliverable is due. (Let other people know when you're having trouble with a task before it's too late.)
- x. Should it become apparent a team member will be unable to complete a task chosen by them/assigned to them, the team will work with this person to provide the extra manpower necessary to complete the task.
- xi. Team members will give the team a minimum of 24 hours, and preferably 48 hours, notice if travelling out of town.

f) Respectfulness:

Team members will be respectful of each other's opinions, values, beliefs, ideas and time.

- i. Team members will not interrupt another person when the other person is talking.
- ii. Team members understand discussions and 2.009 work can be emotionally taxing. Team members agree to be considerate of the feelings of others to the best of their ability when voicing their own opinions.
- iii. Team members will be professional when interacting with course staff, other 2.009 students, and outside contacts.
- iv. Team members will be respectful of other people's time and be well prepared when communicating with course staff or other people helping with Blue Crew's project.

v. Team members will be mindful of the image presented to outside contacts and understand that each member of the team represents the 2.009 course and MIT as a university. Team members will actively act in a way which reflects positively on the 2.009 and MIT communities.

g) Willingness to help others learn:

Team members are strongly encouraged to help other team members learn and develop new skills.

i. Team members are willing to let others observe as they work and collaborate with others as they work.

ii. Team members may desire mentorship from other team members. The student being mentored will respect his/her mentor's time. The intention to be mentored by another team member must be clearly communicated in advance.

h) Considerate Behavior:

Everyone's time is important. Each lab will be structured around productive work on deliverables.

i. Team members shall not blame each other and understand that everyone makes mistakes.

ii. Conflict within the team will be made known to an SI. Conflicts should be resolved within 24 hours between the team members involved. Should the conflict still exist, team members agree to collaborating with the SI's to resolve the issue.

iii. Team members will inform an SI if they are not comfortable with any decisions the team makes. The SI's will discuss the concern and decide what further actions need to be taken to resolve the concern.

i) Team Vision:

The team will establish a product vision based on group discussion.

i. The vision will clearly communicate the team's idea of the best possible product.

ii. The SI's will understand and uphold the team's vision for the product.

j) Safety:

Team members will always follow the safety rules when operating lab equipment and machinery.

i. Safety officers will uphold safety rules and actively engage in the prevention of unsafe behavior.

k) Punctuality:

Every team member is required to show up on time to meetings and labs.

i. Team members will inform an SI or a team member they know is present at the meeting/lab if they are running late or going to be absent from a meeting/lab.

- ii. The team acknowledges every individual has commitments outside of 2.009. Team members are expected to be considerate of people's time. This includes working productively in meetings/labs and actively considering ways to make meetings/work more efficient.

l) Accountability:

Team members are expected to take responsibility for their assignments and for their actions.

- i. Team members understand they will be held accountable by the team and the SI's for their mistakes. Team members may be required to take necessary action to make up for their mistakes.
- ii. The team may need to establish consequences for an individual's inability to complete the tasks they are responsible for in a timely manner. These consequences will be discussed as a team and enacted by the SI's should such a problem arise.
- iii. Should a team member breach the Code of Ethics, the SI's will work with the lab instructors to determine the most appropriate course of action. Team members agree to respecting and upholding the final decision of the instructors.
- iv. The SI's agree to being a medium for communication with the lab instructors and not the sole deciding body for breaches of the Code of Ethics. All communication with lab instructors and the aforementioned student will be open to the student and considerate of the team's and student's best interests.

m) Best Effort:

Team members will commit to giving their best effort throughout the duration of the 2.009 course.