Pink Team Code of Ethics

October 21, 2014

Respectfulness: Team members will respect themselves, other team members, course staff and equipment.

- Respect team members and instructors - listen to other people and give everyone the chance to express their own opinions
- Provide constructive criticism towards ideas, not people.
- Use a polite and respectful tone at all times.
- Keep differences in opinion friendly and constructive. Outside disagreements should be left at the door. Seek mediation if resolution is needed.

Preparedness: Team members will be ready for all aspects of 2.009 and team activities.

- Always be aware of upcoming deadlines.
- Complete assigned tasks, on time. Know your role on the team, and know what is expected. Ask clarification questions if needed.
- Be on time for lab and meetings.
- Take responsibility for assigned tasks.

Communicative: Team members will communicate with other team members and/or instructors regularly and appropriately.

- Let teammates know if a task is falling behind schedule, or unexpected problems arise.
- Let teammates know if you have upcoming conflicts at least 48 hours before they will come into effect.
- Use email efficiently, with important action items indicated in the subject line and at the top of the email.
- Make suggestions intended to benefit the team and its projects, welcome and encourage the same from others.

Proactiveness: Team members will take initiative in their contributions to the team and product.

- Readily volunteer for tasks. The more work we share, the less we each have to do.
- During a lighter week, be willing to assume more responsibility. Maintaining the sanity of all teammates is crucial to team success.
- Take responsibility for making an equal contribution to team effort. Observe teammates and try to equal or exceed their effort towards the class. This way, we will push each other to be a stronger Pink.
- Strive for the best final project possible, taking on tasks that are not "required" in order to achieve this goal.

Budget: Team members will only use project budget adhering to the 2.009 budget guidelines.

- Purchase items in accordance with the rules of 2.009
- Return items only if they were not used.
- Purchase items only if there is a high likelihood they will be used.
- Purchase items for a specific tasks that will benefit knowledge on a project-related topic or be used in the construction of a product model.

Curiosity: Team members will actively chase down any leads they think will make a better product
- Explore as many solutions as possible when problems arise.
- Take well-reasoned risks, tolerate failure as a learning opportunity, and try new things that can potentially benefit the overall product.

Cleanliness and Safety: Team members will promote health in all aspects of 2.009.

- Maintain a clean work environment wherever you work (this includes lab and other shops outside pappalardo).
- Stay to help clean up at the end of any lab activity/presentation.
- Keep lab clean, keep lab healthy.
- Use tools safely, asking for help if needed.
- Remember that products may be tested with users who aren't aware of things they shouldn't touch. Design with safety in mind.

Fun: Team members will maintain a positive attitude and remember that this class is meant to be both informative and *fun.*

- Have fun! Take assignments and deadlines seriously, but always remember to keep things in good spirit and maintain a positive attitude no matter what happens.
- Yay!

Pink