

2.009 Purple Team Code of Ethics

1. **Integrity:** Team members shall be honest and respectful towards all others during all phases of the project.
 - a. All behavior must occur in accordance with the Massachusetts Institute of Technology policies on academic integrity.
 - b. Team members shall reveal any problem that they encounter and only present legitimately obtained data. If a significant obstacle to the product is discovered, such information should be immediately shared with the team.
 - c. Team members shall report all feedback from peers, staff, users, and related personnel.
 - d. Team members shall provide fair, honest evaluations of peers, striving to accurately review their contributions, responsibilities, and roles.

2. **Team Driven:** Team members shall make decisions with the best interest of the team's success in mind.
 - a. Team members shall agree upon a common goal for each milestone.
 - b. Team members shall equally consider the viewpoints of others.
 - c. Team members shall look out for one another and shall not jeopardize their own or others' safety.

3. **Decision Making:** Decisions shall be made with all team members actively participating in the process.
 - a. All votes shall occur after discussions so that they are informed votes and not based on personal biases.
 - b. In the event that a member is not able to join the decision process, their opinions shall be sent to the SIs who shall address the team on their behalf in order to contribute to the discussion.
 - c. If a majority vote is to be made in the event of absences, the majority opinion must be such that had the entire team been present, the majority opinion would still remain a majority. If a majority vote is not reached, the decision shall be put on a one day hiatus so absentees have time to read meeting minutes and make an informed vote.

4. **Communication:** Team members shall be prompt and responsive to communication.
 - a. Team members shall communicate ahead of time if they will be absent for lab, out-of-class meetings, or off-campus for more than one day.

- b. Team members shall respect when teammates cannot be reached if the absence is excused by the SIs and task force leader(s) two days in advance.
 - c. Task force leaders shall provide short daily updates to the team on Slack.
- 5. **Project workload:** Task force leaders shall establish an equal distribution of work for team members for all milestones.
 - a. Team members shall be responsible for the tasks that they are assigned and meet the deadlines set forth by the task force.
 - b. Team members shall be proactive and offer assistance when available. Additionally, team members shall ask for assistance when they feel responsible for too much work.
- 6. **Budget:** Spendings shall abide by the purchasing guidelines for the course.
 - a. Before making purchases, a team member shall obtain confirmation from task force members and financial officers.
 - b. Large purchases (>\$400) shall first be discussed with the team as a whole.
 - c. Team members shall submit proof of purchases in a timely manner.