Pink Team code of ethics

Pink Team aims to have a safe, effective, and enjoyable learning experience. With this code of ethics, Pink Team defines the values necessary to achieve those goals.

integrity
- team members shall be respectful to one another, to instructors, to other teams, and to potential users
- team members shall respect and be open-minded one another’s opinions
- team members shall be held accountable for their work by regularly giving updates on their progress
- team members shall always present information based on facts and legitimate data

communication
- team members shall be open and responsive to feedback
- team members shall be upfront about issues and address them as they arise
- task forces shall be formed evenly: skills, time availability, and other concerns shall be taken into account when task forces are formed
- team members shall respond to messages within 12 hours
- team members shall notify the entire team of situations in which they will be unable to communicate for a duration of more than 12 hours

decision making
- voting shall be done based on facts, not opinions
- voting on team decisions will only be held after a discussion and after addressing all concerns
- the team shall try to reach a three-fourths consensus in decisions
- if consensus cannot be reached, the team will seek a second opinion from the instructors to better inform the decision-making process
- team members shall be notified of team decisions at least 24 hours before they occur
- three-fourths of the team shall be present for team decisions
- if team members cannot be present for a team decision, their opinion on the matter shall be voiced on Slack before the decision is made
- decisions made as a team shall be final; team members shall accept that team decisions are made in good faith and put the team above their personal biases

conflict
- team members shall be proactive in resolving conflicts
- if team members feel uncomfortable resolving conflicts individually, they shall communicate their problems with the yodas
- yodas shall be mediators; they shall hear issues, offer solutions, and give feedback with facts while leaving out emotions and opinions surrounding the conflict

**work habits**
- team members shall prioritize safety while working
- task forces shall choose a leader at their time of formation, who shall handle scheduling, logistics, holding team members accountable, and updating the SIs on progress
- if the task forces cannot decide on the leader, the SIs shall choose an appropriate leader
- task forces shall hold a meeting within two days after initial task force formation to set a timeline and expectations
- tasks shall have clearly defined objectives
- tasks shall be completed in a timely manner as decided at the initial task force meeting
- team members shall prioritize completion of their own tasks over other tasks on the team
- team members shall provide help to others where appropriate
- team members shall continuously review progress and actively provide feedback
- team members shall use all available resources at hand to achieve their goals

**budget**
- all purchases made shall relate to the project at hand
- team members will be proactive in determining the materials that are needed for their task force projects and communicate with the financial officers to determine an appropriate procurement method
- task forces shall actively discuss their purchasing requirements with the financial officers and report all expenses on the same day they arise

These hereby constitute the laws of the land.

**Signed,**

John Adeyeye  
Thi Bui  
Gabriela Carrion-Rivera  
Bouke Edskes  
Qiyun Gao

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