Silver Team’s Code of Values

Trust/Truthfulness:
#TransparencyAlways
  o Foster open communication practices
  o For example, if you are introducing ideas or opinions to the team, make sure that you share not just what you’re excited about, but any issues you’ve come across.
#SpeakYourTruth
  o Be honest with your hesitations / doubts
  o Be honest with yourself and others about commitments

Work Habits:
#OneThingAtATime
  o Be wary of jumping ahead
  o Be patient
#Perspective
  o Remember the big picture
#Deadlines
  o Respect and honor internal/external deadlines
#ShowUpOnTime
  o Be punctual and prepared
  o Be accountable and take personal responsibility
  o Aim for 24 hour notice of absences
#WriteItDown
  o Maintain detailed records of team activities
  o Designate a note-taker at the beginning of each session

Budget:
#NoFraud
#🔥BillOfMaterials
  o Maintain a public, running list of materials and purchases
#DontSnubTheStubs
  o Save all receipts
#CheckWithPappa
  o Consult with lab staff on an item’s availability before making purchases

Teamwork:
#UnitedWeStandTogetherWeFall
#BelieveInEachother
  o Trust that your teammates have the skill and dedication to accomplish tasks, and give each other the opportunity to learn.
#Listen
  o Individuals have a right to be heard
The group has a responsibility to listen in order to develop a safe and comfortable zone for everyone to express themselves

**Decision Making:**

#Consensus
- Voting should be coupled with open discussion
- Establish anonymous platforms for people to express opinions (binary and comments)

#HouseOfQuality
- Organize rigorously to help things move faster

#BeConcise

**Behavior:**

#Eat
#Sleep
#Breathe
#TakeCareOfYoSelf
#CheckInOnOthers
#Respect
#Engage
#Hydrate
- Get a jug
- Order drinks for lab

**Coordination:**

#PrimaryVSecondary
- Prioritize primary tasks, but also be as active as possible in secondary groups

#Agendas
- Send agendas 24 hours in advance
- One person is in charge of sending agendas for each task force

#Deliverables
- Meetings should end with individuals or task forces having defined and clear deliverables
- Share all meeting summaries on Slack

#TimeOfMeetings
- Establish definite start and end times for meetings
- Add meetings to the shared calendar

#GiveUpdates
- Keep teammates informed on task force activities and progress

**Team Members:**
Booker Schelhaas, Caela Gomes, Chiaki Kirby, Claudia Chen, Danielle Gleason, George Roudebush, Gustavo Torres, Jadorian Paul, Joaquin Giraldo-Laguna, John Robertson, Karla Martinez, Nathan Huffman, Rana Odabas, Riley Ennis, Sam Cantrell, Vianna Quenon, Wendy Bae, Yueji Wang