Yellow Team Code of Ethics


Team Dynamics/Operation  The team will exemplify characteristics which contribute to a productive and safe (physically and mentally) work environment for its individual members.

❖ Team First Mentality
➢ No “I” in “Team” I will not try to be the “star” of the team. We are all in this together, as equals, to help one another.
➢ No Personal Agendas I will be proactive in recognizing and suppressing any personal agendas I might have or develop.

❖ Truthful Communication I will truthfully communicate my effort and time commitment, team-related activities and technical/anecdotal findings related to research/projects.

❖ Ask/Offer Help I will help my team members as much as I possibly can and will ask for help when I need or want it. I will also offer help to other teams when I can in the spirit of cooperation and gracious professionalism in honor of professor Woodie Flowers.

❖ Provide Constructive Feedback I will actively provide constructive and well-thought-out feedback to my teammates regarding their work and effort during (and outside of) labs/meetings.

❖ Give Respect & Accommodate I will respect my fellow team members and accommodate them to the best of my ability by being a good listener and helping them with tasks when I am available.

❖ Open-Mindedness I will approach all team-related activities with an open mind and be willing to have conversations about potentially changing ideas and operations that have been set in place if there is reasonable rationale.

❖ Second Opinions I will always strive to seek second opinions from my fellow team members and lab instructors, particularly if there is any uncertainty. I will ask a lot of questions.
Leadership  Each member will be proactive in developing, and upholding, the team direction.

◆ Be Bold I won’t be afraid to be bold in my ideas, conversations or actions by taking risks and allowing myself to become vulnerable.

◆ Take Initiative I will take initiative and be proactive in learning, researching, coordinating with others, doing work and accomplishing team goals.

◆ Officer Role I will collaborate with my co-officer on tasks and evenly distribute responsibilities.

Work Habits  Each member will utilize consistent practices that move the team forward.

◆ Big Picture I am responsible for making sure I understand the larger picture when working on specific tasks, and will always keep the bigger picture in mind.

◆ Efficient Collaboration I will actively communicate with all my teammates about ways in which we can more efficiently and effectively accomplish tasks during weekly meetings.

◆ Utilizing Resources I will strive to understand and explore all the resources at my disposal (such as the 2.009 website, MIT libraries page, Slack, Pappalardo, Mentors, Other Teams) and utilize them to the best of my ability.

◆ Represent the Team Well I will represent the team positively in front of others. When contacting others outside the team or when presenting, the team will review the content and provide feedback.

◆ Personal Preparation I will be diligent in preparing for:
  ➢ Labs  Reading the agenda and completing all prerequisite tasks listed in the agenda.
  ➢ Work Sessions Coming in with the appropriate research, calculations and models.
  ➢ Presentations Making quality slides and practicing my speech in front of others.

◆ Timeliness I will be on time to meetings and alert team members, via Slack, if I cannot make it on time.

◆ Organization I will be organized with my materials and documentation to better facilitate an organized team.
❖ **Documentation** I will be diligent in my documentation of all team-related activities as well as providing written and verbal updates to the team.

❖ **Safety** I will be safe while working and while operating machines.

❖ **Clean Environment** We will **immediately** dispose of items we no longer need and communicating with the team when unsure about a particular item. We will not leave the lab until we have a clean shop area.

**Accountability** Members will accept responsibility and be honest and mindful with themselves and with the team.

❖ **Doing My Work** I understand that I am responsible for completing my fair share of work and that negligence in doing so will negatively affect all of my team members.

❖ **Pride in My Work** I will strive to accomplish “quality” work - defined to be work that you are personally proud of and would be proud to share/present.

❖ **Push Limits** I will strive to push myself out of my comfort zone to try to accomplish more than I think I can.

❖ **Availability** I will ensure I am available for the team to the best of my ability, and will be responsive on Slack. I will notify team members if I cannot as available and will provide a valid reason.

❖ **Time Well Spent** I will be considerate of my fellow team members’ time by being timely and ensuring time spent with team members is efficient and productive through proper planning.

❖ **Proper Credit** I will give written and verbal credit to others where it is due.

**Decision Making** The team will use a well-rounded, comprehensive and consistent process when making decisions.

❖ **Many Possibilities** We will consider multiple possibilities and avoid being narrow-minded.

❖ **Objectivity** We will try to make decisions based on data or solid knowledge/rationale. We will utilize objective analysis first when making decisions before considering popular opinion.
◆ **Transparency** We will be transparent with our reasons/criteria and document them for future reference.

◆ **Full Participation** I will ensure I actively speak up during decision making processes and utilize my voting power.

◆ **Aim for Consensus** We will aim to achieve consensus, by avoiding compromise, when possible.

◆ **Experience** I understand that some team members might have more experience or qualification in certain areas and, when appropriate, will take that factor into consideration. I will not, however, weigh this factor more heavily than objective measures.

**Conflict Resolution** The team will address conflicts actively and respectfully through the proper channels (Yoda, SI, 2.009 Staff).

◆ **Immediacy** If I sense issues starting to come up, I will address them immediately (either by myself, with a SI or Yoda). I will go to professors for help as a last resort.

◆ **No Passive-Aggressiveness** I will avoid being passive-aggressive and will tackle issues directly.

**2.009 Experience** The team will create an atmosphere dedicated to fun and learning.

◆ **Teach Your Skills** If I possess the knowledge, I will help team members gain experiences and skills that they would like to learn.

◆ **Learning Experience** This class is supposed to be hard and a learning experience, so I will use it as such.

◆ **Fun Environment** I will do my best to contribute to a positive, spirited atmosphere. If I am not in a good mood, I will approach a Yoda and talk it through with him if I feel comfortable doing so.