Green Team Code of Conduct

**Teamwork:** Team members must always trust each other and recognize the importance of working together.

1) Team members will complete tasks on schedule or reach out for help to finish tasks.
2) If available, team members must always support other team members when in need, sharing expertise if necessary.

**Communication:** Team members must always be ready to respond with updates, and answer questions truthfully, especially when there are problems that need to be solved.

1) Team members must speak up if they think of an alternative to the existing solution, or if they are having trouble with current tasks.
2) Team members will be transparent with work that is being done and will communicate if sub-team is behind on deliverables.
3) Team members will be honest about their impressions of the team’s dynamics and the products the team is working on.
4) Team members will always attend out of lab meetings, including Slack meetings, unless they are *truly* unavailable.
5) Team members will check and respond to Slack messages frequently.
6) Team members will support each other through communicating stressful weeks and offering to help others when needed.

**Budget:** Team members will stick to their budget and will report all purchases in a timely and organized fashion.

1) Team members must be truthful and considerate about spending.
2) Members will facilitate the work of the Financial Officers by organizing receipts (and packing slips where applicable) as well as promptly reporting their expenditures.
3) Financial officers will present a weekly budget update.

**Work Habits:** Team members will work efficiently and at a steady pace.

1) Team members will always plan activities before attempting to execute.
2) Team members will always follow lab safety rules and procedures.
3) Team members will ask for help from other members, mentors, and lab staff when appropriate.

4) Team members will openly accept and assign deliverables for their subteams, to be shared with the entire team and completed in a timely manner.

**Decision Making:** Team will never make gut decisions, all choices will be well-reasoned and understood by all team members.

1) Team members will respect differing opinions and listen to opposing views.
2) Team members will not make decisions based on personal benefit
3) Team members will respect team decisions, even if they personally disagree with them.

**Behavior:** Team members will always provide constructive feedback.

1) Team members will never be afraid to call out ideas, not people, if they find flaws.
2) Team members will be open to criticism and taking constructive feedback from instructors and peers.
3) Team members will do their best to cultivate a warm and friendly environment inside and outside of the project.
4) Team members will share concerns they have about the behavior of their peers in a respectful and discreet manner, reaching out to Yodas or SIs when appropriate.

**Experience:** Team member will strive to get “the most” out of this class.

1) Team members will strive to reach personal goals.

**Code of unethics (List of things we should never do)**

1) I will turn a blind eye to problems and let someone else figure them out.
2) I will let team members struggle because helping them is ‘not my job’.
3) I will disagree with most statements and not give alternative solutions.