**Code of Ethics for the Green Team:**

1. **Honesty:** *One should be honest in all aspects of the project, including communication and research results*

   Always feel free to be honest and open about your ideas and concerns.

   Always collect data appropriately, fully, and truthfully, so that your teammates can understand and rely on it.

2. **Work ethic:** *One should be responsible and organized*

   Take your work seriously, and always try your best to do the work you signed up for.

   Plan your work at the beginning of each milestone to stay on top of your tasks. It is better to fail early on than at the last minute; so test your ideas using CAD models, sketch models, user research interviews, etc.

   Don’t be afraid to ask for help when you find yourself getting stuck on the same problem.

   Before working too much, prioritize yourself and try not to be overwhelmed. So sleep, eat, and shower.

3. **Communication:** *One should give appropriate updates and feedback to the team*

   Keep your teammates informed about your progress and any issues you encounter using Slack. It is better for people to know if there are issues early on, rather than to find out the day before the due date.

   If you can no longer do an assigned task due to extenuating circumstances, let the team know ASAP so that another teammate can pick up the work you were signed up for.

   Provide constructive and clear feedback to your teammates, especially the ones you work closely with.

4. **Teamwork:** *One should be an efficient team member*

   Make sure to work in a team, not just individually, making an effort to share and combine ideas.

   Be proactive and look to help out other teammates that might not be on your specific task force.

5. **Respect:** *One should be considerate of time and effort of others*

   Be respectful of your teammates’ time and effort – show up on time to meetings, let people know if you will be late, put the tools back, clean the space, etc. This rule applies to all lab members.
Be aware that meetings, especially lab, run on a tight timeline - be concise and prepare your most crucial arguments prior to the meeting.

6. **Decision making:** *One should make decisions based on factual information and majority preference, not ego*

   Before making a decision make sure that everyone had an opportunity to speak. Listen to everyone’s constructive and informed opinion.

   If there are disagreements: raise your issue, ask questions for clarification, and support your arguments with data and appropriate examples to be clear on why you may disagree.

   After discussing the key aspects of each idea, the decision is made via ⅔ majority voting.

   If your idea or suggestion is not chosen, don’t take it personally. Agree to support the team’s final decision, whatever it may be.

7. **Learning:** *One should strive to learn new skills*

   Step out of your comfort zone; this is your opportunity to learn new skills. Make an effort to learn at least one new technical skill at each milestone.

   Don’t be too emotionally invested with any feedback you get, instead learn from the reviews in order to improve your teamwork skills. Everyone will benefit from your effort.

8. **Finance:** *One should use money wisely*

   Don’t be afraid to buy useful material/products; however, use money wisely.

   Before making an expensive purchase (over $200) clarify with the financial officers or the team why it is necessary.

   Follow the financial code and consult with the financial officers if needed.