Orange Team Code of Conduct

**Integrity:** *We should always be honest with ourselves, each other, and external stakeholders including but not limited to customers, users, consumers, suppliers, product testers, interviewees, and 009 staff and instructors.*

- Be truthful when distributing all information, updates, feedback, concerns, data, abilities, and availabilities to each other and external stakeholders
- Maintain full transparency on Slack by using public channels for communications
- Be in accordance with MIT policies of academic integrity

**Work Ethic:** *We should be proactive with all our tasks and work safely.*

- Contribute with being proactive before meetings by reading the agenda sent out and the lab outlines posted on the website
- If you are struggling with a task, don’t hesitate to ask for help. If you see someone struggling, don’t hesitate to help them
- Plan all tasks beforehand and before executing them including but not limited to thinking about resource allocation, and skills/materials necessary
- Always follow Pappa and PDL rules of use

**Finances:** *We will be in accordance with the rules stated on the 2.009 website and the Financial Officers.*

- Use project money for only 2.009 project-related expenses
- Follow the guidelines outlined by the Orange team financial officers in the Constitution when making purchases
- Purchases should be returned unused and in good faith

**Teamwork:** *We are one team and not two sections! We must always respect the ideas, efforts, and time of every team member.*
• Express constructive feedback to other team members in order to improve the overall team function
• Leave your ego by the door when making decisions with furthering the direction of the product and team
• Complete tasks by the due date assigned in order to keep the team on schedule or notify members of the team if help is needed
• Respect everyone’s time by following the 5 minute policy by not showing up late to meetings and group functions

**Decision making:** *We should make thoughtful decisions to the best of our abilities, using information, research, and data available.*

• Follow the team’s decision making process as outlined and before meetings and by the SI’s
• Reasons behind decisions should be made clear to the entire team and be well documented
• Team members will voice their opinions when they foresee a concern
• Trust and respect the decisions made by others in the interest of moving forward

**Interactions:** *We will always portray the best version of Orange Team when interacting with external stakeholders on work related to 2.009.*

• Be understanding of external stakeholders’ opinions and thoughts
• Be respectful to external stakeholders and always thank them for their time
• Use ISO 9241 standards during the design, execution and analysis of UI/UX tests, models, and prototypes
• The team will respect the time of all stakeholders involved in the 009 process

**Sincerely,**
Alex Chen, Allison Nguyen, Brandon Aranda, Charlotte Sun, Ciera Gordon, Dillon Zhang, Emile Augustine, Emily Cimmino, Faran Haider, Fayed Ali, Fysal Alkhayyal, Janak Agrawal, Jeet Mohaptra, Peiling Jiang, Scott Seo, Shine Han, Susan Yoon, Thulith Edirisnghe, Wendy Ma, William Robinson, Zeke Long, ZhiYi Liang