Team Orange Code of Conduct

Fundamental Principles
Team Orange shall uphold the integrity, respect and growth-mindset of MIT and 2.009 by:

I. Respecting all team members despite differences in opinions or personal choices
II. Facilitating clear and open communication within the team
III. Preserving the wellbeing and safety of team members, customers, and general public
IV. Prioritizing learning objectives and personal development
V. Being honest and fact-driven, despite any possible negative repercussions

Fundamental Canons
1. All team members will make an effort to ensure all voices are heard, allowing adequate air time for everyone to share their opinions.
2. Team members shall give the utmost respect to Pappalardo staff, professional collaborators and potential customers.
3. Team members will reliably communicate and update availability and progress on assigned tasks; Individuals shall react with emojis to Slack messages when requested and respond to @ mentions in the Slack within 24 hours (unless previous arrangements have been made).
4. Team members shall update the shared Drive and Dropbox to reflect daily work being done by the team, facilitate easy access to information, and improve all members’ understanding of the full scope of the project.
5. Lab protocols will always be followed to ensure the safety of all team members.
6. There shall be an equal distribution of work among team members.
7. Team members must complete tasks given to them by the assigned due date in order to keep the team on schedule.
8. Tasks should be started within 24 hours of being assigned to allow maximum time for top quality work and possible disaster avoidance.
9. Team members should be honest with themselves and the group about their availability (for example other commitments, stress level, or other resource limitations) and their abilities — they should not take on more than they can knowingly handle.
10. Team members shall consult with Financial Officers before making any purchases and accurately record their purchases.
11. Every assigned task should have a clearly-stated objective, and tasks should be delegated to team members who know their strengths and weaknesses in order to maximize our team's efficiency.
12. Team members shall adhere to all MIT academic integrity policies.
13. If a significant obstacle to the product is discovered, such information should be immediately shared with the team.