Pink Team Code of Ethics

Fun and Spirit

Pink Team is the best team.

On Wednesdays we wear pink (but actually, we wear pink whenever it is possible to do so). Team members will try to make work sessions as enjoyable as possible. Jokes are encouraged. Team members should participate in team bonding events to build team community & spirit, unless they have direct conflicts.

Most importantly, team members should represent pink team with pride and bring their enthusiasm for the team to all meetings and events.

Truthfulness

Team members should be honest about their thoughts and all data they have collected.

Team members should report any and all problems that arise to the appropriate team members. The full team should be briefed on any problems of particularly high consequence or impact on the overall product. If there is a problem that arises, the team must decide how to move forward based on the process described in the Decision Making section.

Team members should be honest during user testing, and provide all relevant information to the user. If providing this information would invalidate the findings of the user interaction, tell the user that their questions can be answered at the end and make sure to answer those questions when the user interaction is done.
Work Habits

Team members will work safely and respectfully to create a compelling product.

Team members will prioritize safety above all else. This safety is for the team members, instructors, users, and anyone else who interacts with the lab space or product.

Every assigned task should have a clearly stated objective, deadline, and person to do it. A feasible deadline should be chosen while considering how this task blocks other tasks. The person(s) assigned to the task will be chosen based on experience for the task to be done efficiently, the person(s)’s learning interest in the task, and their schedule to ensure that the task is done by the deadline.

Team members will take responsibility for the tasks they are working on and complete tasks by specified deadlines and should update the team if they are behind schedule.

When interacting with people outside of the team, team members should represent the team in a respectful and ethical manner. All interactions with people outside of the team should be documented and the contact information of that person should be recorded in case of future needs.

Budget

Team budget will be used in accordance with the rules stated by the course administrator on the 2.009 website and the Financial Officers.

When purchasing items, fill out the Google form that is pinned in the #finances channel in Slack. The form must be filled out for all purchases and must be filled out in a timely manner. The physical receipt or a printed copy of an electronic receipt and original packing slips, if applicable, must be given to one of the Financial Officers within two weeks of the purchase.

Purchases over $100 must be discussed with the Financial Officers before purchase.

All relevant finance documents may be found pinned in the #finances channel in Slack or on the team Google Drive.
Goal Setting

Team members will work to accomplish both team and personal goals.
The team will work to establish a set of shared goals for the semester. In addition, team members will set personal goals. Setting team goals will create a shared vision and allow the progress of the team to be assessed throughout the semester. Clear common goals also reduce the likelihood of future conflict. Team dynamics are improved if team members are aware of the goals of others during the process so that they can assist and avoid actions not conducive to the completion of other’s goals when possible.

Team Dynamics

Team members shall respect the ideas, efforts, and time of all other team members.
Team members shall actively seek to promote the goals of the team and the goals of each member of the team. Team members shall support team members through successes and failures. Team members are obligated to express constructive and timely feedback to other team members in order to improve overall team function and promote personal growth of team members.

Decision Making

In all aspects of product design, the team shall be consulted and will make an informed decision taking into account data, opinions of the team, and feasibility.

Important decisions that broadly affect the team and are external to a sub-team will be discussed by the whole team in lab or in the weekly team meeting whenever possible. If a decision is particularly time sensitive a message will be sent in the appropriate channel including @channel to notify everyone. Before action is taken or a decision is made a period of at least one hour will be given for responses and team member input.

Discussion and debate will be used as a means to achieve consensus among the group. Voting will be used to gauge general opinions and will only be used sparingly in the case where consensus cannot be achieved in an allotted time.
Communication

Discussion will be open for all members of the team to participate in.

Use an open slack channel for all discussion so that people not directly involved can still look and keep track of what is happening on other task forces. Direct messages can be used to discuss personal matters with the System Integrators and Yodas. Team members will slack out to the #availability channel whenever they have a conflict with lecture, lab, or team meetings and notify others as soon as a conflict arises.

In meetings, team members will work to encourage communication and input from everyone on the team.

Communication on progress of tasks should be reported regularly. Task forces will give updates to the team as a whole about their progress and any difficulties they encounter.