Purple Team Code of Ethics

Team Spirit:
Team members will represent purple team with pride and bring their enthusiasm for the team to all events and meetings.

- Team members will try to make work sessions as enjoyable as possible through a positive attitude and willingness to have fun.
- Team members will try to participate in team bonding events and spirit events.
- The “Builders” shout-out exercise will be conducted after every milestone is completed.

Communication:
Team members will clearly communicate concerns, availability, and feedback.

Slack
- Slack will be the main form of communication and team members are expected to respond (to direct messages) in a timely manner within 24 hours.
- All project-related channels should be open so that all team members have the opportunity to stay informed.

Meetings
- All team members will actively contribute to group meetings by actively listening, providing constructive feedback, and sharing ideas.
- Meetings will

Feedback
- Feedback given should be valuable and constructive.
  - Building statements to improve ideas or points of improvement. Negative words like “bad” will be avoided.
  - Remember to critique ideas, NOT team members.
- A feedback form will be sent out by a Yoda every week and should be completed by all team members.
- A Sunday newsletter will be sent out every Sunday to summarize feedback form results and introduce SI and Yoda decisions to address feedback received.

Updates
- Sub-team leads are responsible for regularly updating SIs on their team’s progress by certain deadlines established by the SIs.
- Sub-teams will be given an organization template that will include a table of assigned tasks and Gantt chart so that organization is standardized.
  - Sub-team members are required to update their team lead as frequently as the team lead deems necessary.
Advance Notice

- Team members will report any problems that they are having to the appropriate person (be that task force leads, SI's, or Yodas) as soon as they arise.
- Schedule conflicts should be communicated at least 24 hours in advance (or as soon as possible) to team members, team leads, and an SI or Yoda. These conflicts should be posted on the team unavailability Google calendar as soon as possible.
  - If a team members has a family emergency or cannot complete an assigned task, they will inform an SI or Yoda and the task force lead they are working with.

Behavior:
Team members will strive to behave in ways that will benefit the team most by taking care of each other, themselves, and the community. Self-Care!!

Meetings

- Meetings will always start on time.
  - If a team member is late, he/she should...
    - enter the room quietly to not disturb the progress of the meeting.
    - is responsible for catching up on the information missed.
    - should later contact an SI, Yoda, or team lead to explain the reason for being late.
  - To ensure that meetings are run efficiently and as expected, the following should be done:
    - Please read the agenda before the meeting.
      - SIs will send out agendas at least 24 hours in advance so that everyone has the opportunity to review it and provide feedback.
      - Contact SIs if you do not agree with the tasks to be completed during the meeting or if time allotments do not seem reasonable.
    - We will assign a timekeeper, who is not an SI.
      - The timekeeper will announce a 5 minute warning when we are approaching the end of a time allotment for a task. This is an indicator to start wrapping up conversation, if appropriate. The timekeeper will also announce when we have used up all allotted time.
    - Real time will be recorded on the agenda.
      - Everyone can follow along as to whether or not we are on track for time.
    - All team members are expected to participate in the agenda task for the duration of the time allotted for it.
      - If we are running behind, and it is decided that we will go over the time allotted for the task, team members can move on to work on pressing sub-team tasks. However, at least one member from each sub-team must be present at the task at hand to represent the sub-team, and the whole sub-team can be updated on what it missed.
Resources

- Team members shall respect themselves, the lab space, work time, and each other. This entails making full use of resources available and handling resources with care.
- Members will treat lab staff, suppliers, human sources of information (e.g. product testers, interviewees, etc.) respectfully and professionally, which also means showing up to meetings with them on time.
- Team members will actively search for solutions to problems by utilizing all resources available to them. Team members should contact information officers if guidance is needed.

Work

- Team members shall hold paramount the safety, health, and welfare of the public in the performance of their professional duties.
- Team members should hold themselves accountable to complete tasks by the time assigned.
  - If a team member is unable to make a deadline, this should be communicated to the team so the work can be reorganized. It is ok to admit you will not be able to finish something in time and do it well - it is better to ask for help early on, so we do not lose out on high quality work.
- Team members will do their best to make this experience as fun and rewarding as possible (have a positive attitude, seek to build others up, etc.).
- Team members should foster an environment of learning where we help support each other growth as engineers.
- Team members should work on tasks that contribute to the overall team goal.
  - Work should be what is assigned and what contributes to the development of the product.

Decision Making:
Decisions will be made in an environment where all viewpoints are considered important to the decision making process.

- Everyone’s opinion in the decision making process shall be heard and valued. In any decision making process, the team shall strive to make all members feel comfortable with the decision moving forward.
- Team members will work towards a consensus for decision making. If a consensus is not created, a majority of 75% shall be reached and the decision shall be respected by all team members.
- Team members must strive to create distance from opinions in order to objectively figure out what is best for the team as a whole.
  - Avoid using words such as “my” and “yours” while reviewing ideas and concepts.
Honesty:
Team members will act with integrity to facilitate a professional working environment.

- Team members will uphold the standards of MIT’s rules on Academic Integrity.
- Team members will not copy other ideas and claim them to be their own.
- Team members will not hide issues that arise with the product, but instead share them for the team to fix.
- The final product will be presented as the accumulated work of Purple Team during the final presentation.
- Team members will be honest when they have a concern, especially during difficult decisions.
- Team members will be honest when they do not know or understand a concept/idea/etc. and reach out for help.

Budget/Purchases:
Purchases will be made under the framework that the budget is a resource that should be respected.

- Team members will only purchase items for the purpose of the project.
- Purchases will be made with awareness of the budget and should be cleared with the financial officers.
- Purchases will be handled in the following way:

**How to Purchase**
1. Send out a slack message to team notifying what the purchase is for feedback and so we don’t double order! (slack: #orderforms channel)
2. Purchase item either through team financial officer (credit card) or through personal card
3. Please keep all paper, receipts, digital receipts and package slips, and send to financial officers
4. **Enter the purchase into the “List of Purchases” tab of the Purple Team Budget Spreadsheet.** Each line item on the receipt goes on a separate line, and whole orders can be grouped by merging the vendor, date of purchase, purchaser, etc. cells. *(cannot reimburse if not on spreadsheet)*

**How to Get Reimbursed**
1. If not using the team Amazon or McMaster accounts, make sure you use a tax-exempt form when ordering and bring hard copies for in-person purchases ([https://web-cert.mit.edu/2.009/www/teammanual/taxForms.html](https://web-cert.mit.edu/2.009/www/teammanual/taxForms.html)). Ask Marianne if you want advice on how to make sure your online orders are tax-exempt. **We cannot reimburse tax.**
2. Enter the purchase into the Purple Team Budget Spreadsheet. Each line item on the receipt goes on a separate line, and dates of purchase, purchaser, etc. can be merged.
3. Wait for order to be received. Save the paper packing slip that comes with the order.
5. Place documentation packet in the purple folder of 2.009 finance Dropbox (in the lab near the computers) and update the Purple Team Budget Spreadsheet.
Signatures

Anderson, Erika: ___________________________ Date: ______________
Anwer, Wasay: ______________________________ Date: ______________
Callahan, PJ: _______________________________ Date: ______________
DeShields, Andrew: __________________________ Date: ______________
Flaherty, Alexandra: _________________________ Date: ______________
Graves, Josh: ________________________________ Date: ______________
Hughes, Annie: ______________________________ Date: ______________
Jebri, Safa: _________________________________ Date: ______________
Lee, Kyubin: _________________________________ Date: ______________
Li, John: _________________________________ Date: ______________
Montes, Rogger Anthony: ____________________ Date: ______________
Ngan, Kristen: ______________________________ Date: ______________
Novak, John Taylor: _________________________ Date: ______________
Olsen, Marianne: ____________________________ Date: ______________
Padilla, Jose: ______________________________ Date: ______________
Silvernale, Carly: __________________________ Date: ______________
Stahlecker, Kip: ____________________________ Date: ______________
Tao, Tiffany: _______________________________ Date: ______________
Tress, Sarah: _______________________________ Date: ______________
Vasquez, Elizabeth: _________________________ Date: ______________
V'Dovec, Taylor: ___________________________ Date: ______________
Xi, Tiffany: ________________________________ Date: ______________