RED Team: Code of Ethics
(approved in full October 25, 2016)

The Red Team of 2016 commits to the following rules, as written, in order to promote an empowering environment conducive to creating a successful product throughout our 2.009 experience.

TRUTHFULNESS:

Team members shall be truthful to themselves, teammates, MIT faculty and staff members, and the at-large scientific community at all times in regards the following areas: citing research, reporting honest results, giving opinions, and stating availabilities. Unethical research or work, or taking undue credit, will not be tolerated by the team.

Team members will be honest and will not mislead when interacting with potential users and testers. Team members will treat the responses acquired with professionalism and practice confidentiality and respect.

COMMUNICATION:

Team members shall maintain efficient and constructive communication with each other and with 2.009 staff. Team members shall be transparent, honest, and expedient in regards to their communication amongst each other in an attempt to be respectful to other team members’ time and effort. Should sudden issues or concerns arise, team members will communicate these immediately so that the team is in a better position early on to tackle these problems. When communicating with individuals outside of the team, team members shall represent the team in a respectful manner.

In order to ensure the most efficient communication between the team, communication will adhere (but is not limited) to the following principles:

- Task force members will consistently and reliably update availability and relate progress on assigned tasks to the Task Force Captains.
- Task Force Captains will consistently and reliably update availability and relate progress on assigned tasks to the System Integrators and Milestone Captains.
- System Integrators and Milestone Captains will compile and relate all relevant updates to instructors, TAs, mentors, and the rest of the team members.
- In case of a sudden conflict, individual team members only need to notify the System Integrators who will then inform the rest of the team. Optionally, individuals may notify the entire team of said conflict.

The Slack site will be the primary form of communication and coordination, and team members are responsible for consistently checking notifications within channels and direct messages.

Team members are responsible for responding to all forms and polls (when2meet, Doodle, etc.) as requested by System Integrators or Captains within 24 hours unless the team members have otherwise reported unavailability in that time period.
WORK HABITS:

Team members shall look out for each other’s safety and practice common sense. In addition, team members will act in accordance to MIT’s *The Mind and Hand Book*.

Tasks shall have a well-stated objective that contributes to the goals of the team and 2.009, including creating a viable end-product and having an overall positive experience. Tasks should be taken upon by members with experience in the area or those looking to enhance or expand their knowledge. Tasks will be fairly delegated based on commitments each team member has for the week with the understanding that commitment levels will fluctuate throughout the semester. All team members must contribute to the development of the product.

Team members will give their full effort to the projects at hand, understanding that by giving their best effort, the team will be in a better position moving forward.

BUDGET:

The team’s budget will be used to most efficiently and responsibly complete the milestones. No single purchase shall exceed $1,000 unless approved by the team as a whole. Only purchases that contribute to the success of the team and the project will be made. Team members will communicate with the financial officers about items purchased and returns and also submit reimbursement forms within 20 days of the purchase date.

TEAMWORK:

All team members are equal and every team member’s opinion will be carefully considered. Team members should recognize the importance of teamwork as well as individual contributions toward the team's success. Team members will celebrate their successes. Team members will also take responsibility for their collective mistakes but understand that each mistake is a learning opportunity for personal and professional growth.

Each member should complete their assigned tasks by the agreed upon due date, as well as communicate effectively with the team through messaging platforms or during meetings. Team members will work on their assigned tasks first but may contribute to other tasks if their schedule permits. Each team member agrees to constantly assess whether team members are honoring their commitment to the team’s code of ethics.

DECISION MAKING:

Team members will not act according to personal agendas or preferences with respect to the team, the project, or 2.009. All decisions shall be made objectively based on needs and data.

All the major decisions that will affect the final product form and team performance shall be made collectively when the opportunity is available. In case of doubt about the graveness of the decision to be made, the team member shall contact the SI, who will contact the lab instructor if unable to solve the problem at hand.
BEHAVIOR:

Team members shall agree to be respectful toward not only other members of the team, but also those outside: members of other teams, 2.009 staff, Pappalardo Lab staff, customers, potential users, testers, interviewees and other people contacted for the purpose of the class. When approaching people from outside the team, the team members shall bear in mind they are representing not only the team itself, but also the wider group of people engaged in 2.009 and even the whole institution of MIT. As such, the team members shall act accordingly to keep up a positive reputation for the bodies they represent.

Team members shall resolve any major disputes in a calm and mature setting in the presence of an impartial facilitator - SI, Yoda, or Team Mentor. Team members shall feel encouraged to reach out to these individuals as these individuals understand it is their duty to ensure the most successful environment for the team. Any team member that observes a dispute major enough to need facilitation (regardless of whether they are directly involved) is obliged to seek the measures needed to resolve it. In case of doubt about the graveness of the dispute, the team member shall contact a Yoda or SI.

Team members shall be receptive to constructive criticism from the staff, teammates, users, other students, and team members, and will not take feedback as directed at them personally, but rather as ideas that should be given thoughtful consideration.

Team members shall prioritize their personal health above the project. Team members shall communicate honestly about their stress level or other commitments to relevant team leadership (task force captain, project captain, or SI) in a timely manner, so that the team leadership can help redistribute workload. It is the responsibility of the team leadership to communicate possible mental health risks to the Yodas so that appropriate care can be given to team members. Team members shall also feel empowered to utilize the Yodas and SIs as a resource when confronting mental health related issues.

EXPERIENCE:

Team members shall strive to contribute to a positive and productive 2.009 experience.

Each member shall remember the greater goal of the course, which is to learn about the design and prototyping process as a whole, at all times.

Agreements should be reached and goals should be outlined clearly so that everyone has the same understanding before focusing on individual tasks.

Based on every member's goals, which were made known at the beginning of the course, the team will collectively work toward a positive and enriching experience for everyone.

Signed,

Arlette Reyes | Danielle Barillas | Davis Tran | Emily Tsang | Gabe Alba-Rivera
John Drago | Kodiak Brush | Marco Aguilar | Marshall Johnson | Patricia Das | Przemyslaw Pasich
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