Silver Team Code of Conduct

Individual and Team Work Ethic:

Team members shall uphold the following expectations to make for the most productive results:

- Clearly define objectives and due dates for assigned tasks
- Delegate tasks that most effectively utilize members’ strengths and provide the most opportunity to improve upon members’ weaknesses
  - When reasonable, given time/capability constraints, pair team members together to balance each other’s respective strengths and weaknesses
- Complete assigned tasks on time and with the expectations defined during assignment
  - Update the rest of the team regularly when significant progress is made
- Practice open communication and collaboration
  - Be respectful of each other’s perspectives and choices
  - Utilize Slack or other channels of communication

Honesty

Team members shall be honest (to themselves and to other teammates) in all situations pertaining to the project, including, but not limited to:

- Presenting data and results
- Significant obstacles that arise
- Schedule conflicts, other commitments, and/or resource limitations that affect the rest of the team
- Strengths and weaknesses
- Stress levels or other personal needs

*All behavior must occur in accordance with the Massachusetts Institute of Technology policies on academic integrity.

Work Best Practices:

Team members shall follow standard behaviors to ensure a safe and productive environment:

- Exercise appropriate and common sense to maintain safety, both in and out of lab
- Watch out for the safety and wellbeing of other team members
- Respond to relevant emails within 24 hours and stay on top of Slack notifications
- Consult specialists (team officers, lab staff, communication instructors, etc.) for help, after you have given a legitimate initial attempt to solving an issue
• Abide by the Gantt chart; update the team of schedule slips

**Budget:**

Project budget money shall be used in accordance to the rules stated by the course administrator.

  • Notify financial officers before making any purchases
  • All purchases made are used only for the purposes of the project
  • Submit receipts for reimbursement in a timely manner

**Decision Making:**

Team members shall agree on the method for decision-making before any major decision. This decision shall be based on the following:

  • Open-minded perspective, considering all possibilities beforehand
  • Existing data and supporting statistics
  • Solid background knowledge
  • Logical rationale

These decisions shall be well-documented and easily accessible throughout the duration of the project.

**Working with Individuals/Organizations Outside of Silver Team**

Team members shall practice appropriate and respectful behavior when interacting with external people and organizations, including, but not limited to:

  • Pappalardo lab staff
  • Other 2.009 staff and TA's
  • Consumers