Yellow Team Code of Conduct

I. Communication
   A. Communicate early about availability and capacity.
   B. Send frequent updates on actionables in the slack.
   C. Make space for everyone to speak during meetings. Be mindful of dominating conversation, but also be willing to share if comfortable!
   D. Be transparent about tasks, uncertainties, and conflicts. Communicate with task force members if help is needed with a task or if tasks should be redistributed.
   E. Hold each other accountable. Unless otherwise communicated, everyone is expected to complete tasks by the assigned internal deadlines, as well as to show up to lab and be focused on 2.009 when they say they will.

II. Time management
   A. Delegate tasks effectively and make clear who is responsible for what tasks. SIs will create task forces and assign tasks to them. Task forces will select internal leads to divide work and keep the group on pace. Tasks should be inputted into microsoft planner and slack updates.
   B. Avoid requiring more people to be present at meetings and labs than needed; use our team’s time effectively.
   C. Be efficient with time. Come prepared!
   D. Plan ahead, but also be flexible and willing to move tasks around when needed.

III. Stay objective about all ideas
   A. Don’t get attached to ideas.
   B. Be honest about our progress and the feasibility of our ideas when speaking to each other and to lab staff.
   C. Evaluate everyone’s opinions equally. Actively avoid being influenced by people’s deliveries or urgencies of tone. Disputes should be about ideas, not people.

IV. Respect all teammates’ time and their lives beyond 2.009
   A. Everyone reserves the right to step away and take a break when needed. Team members should clearly communicate their availability with their task force members.
   B. Respect your teammates’ time by distributing work as evenly as possible among all group members. Understand that work left behind will be picked up by another member of the team.
   C. Teammates’ well-being is more important than an assigned task or deadline.

V. Prioritize learning over results
   A. Take time to learn and make use of the resources and opportunities around us, even if it is not contributing directly to an explicit “deliverable”.
   B. Be willing to explore new ideas outside of our comfort zones.

VI. Respect our space and resources
   A. Clean the workspace before leaving Pappalardo. Leave project materials in a bucket or small pile to stay organized.
   B. Be responsible with our allocated budget. Consult the financial officers about expensive purchases and purchases that exceed internally established budgets.
   C. Respond promptly to and thank contacted users to respect their time and help.