**The Planes, Trains, and Biological Things’ CODE OF CONDUCT**

**Individual Norms**

1. Put forth best effort
2. Be open to communication
3. Be civil in discussions
4. Be punctual and attend all meetings
5. Communicate to the group regarding any scheduling conflicts with a reasonable amount of notice
6. Be as available as possible when it comes to scheduling
7. Completed tasks should be shared with the group by the agreed-upon date
8. If a group member is having trouble with a task, be supportive
9. Be focused at meetings--avoid use of distracting technology
10. Be prepared to work as soon as the meeting begins

**Group Norms**

1. Trust in the team
2. Support the team’s goals
3. The entire group should be on board when making important decisions
4. Everyone is responsible for all successes and failures
5. Always strive for improvement
6. The group should make sure that all members completely understand the goals and procedures agreed upon

**Plan of Operations**

* Meetings will be conducted at least twice every week (excluding weeks with breaks; schedules permitting)
* Detailed notes shall be taken during each meeting
* If a team member is absent from a meeting (illness, schedule conflict, etc.), said member will be made aware of all proceedings from meeting, and will be consulted before major decisions are made
* Meeting times and locations will be decided upon either in class or within the group message.
* Once a project is assigned, the tasks created by the team for said project will be distributed evenly and fairly based upon the skills of each member
* Checkpoints will be created for the group throughout the assignment timeline to ensure that all work is being completed on time and to the standards of the entire group

**Psychologically Safe Environment Plan**

* Each group member will be treated with respect as outlined in the group norms
* Each member will abide by the individual norms, as outlined above
* If the environment becomes hostile, the group should step back and discuss the situation in order to return to a safe environment

**Problem-Solving within the Group**

1. Minor infraction—affects work, but not grade (i.e. being late to meeting)
   1. One warning—apology to group
   2. Second infraction and up, purchase food for team (cost should not exceed $3/person)
2. Major infraction—affects grade of team (i.e. submitting an assignment late, blowing off the group, etc)
   1. A housekeeping chore is chosen from following list and is completed for each group member
      1. laundry (1 load)
      2. grocery run (paid for by non-punished group member)
      3. make bed (because lofted beds are hard to make!)
   2. If problems persist, talk to professor

**To Update the Code of Conduct**

* Group meeting will be called (any group member can do this)
* Group members discuss what needs to be changed and why
* Members agree on the best way to address the issue
* Code of Conduct is updated accordingly