***The Amazing Analysts’ Code of Conduct***

All members of the Amazing Analysts are expected to have the following qualities:

1. Maintain communication with other team members.

2. Helps their fellow team members if they are struggling, and holds them accountable if they are not producing the expected results.

3. Respectful to other team members and open to ideas expressed in the team; only criticizes constructively.

4. "Owns" problems rather than blaming them on others.

5. Is responsible for their part of the assignment and ensures it is high quality.

6. Actively contributes to the team goals rather than only personal ones.

7. Maintain communication with other team members

8. Shows up on time to all classes and group meetings. Will only be absent for bona fide reasons (illness, injury, family emergency, etc.) and doesn’t use their absence as an excuse for not turning in work.

9. When in doubt, they seek out help.

10. Not afraid to challenge oneself and take on a difficult task if necessary.

As a member of the Amazing Analysts, I will abide by the following rules:

1. I will show up to all classes and group meetings on time. If I will be absent, I will notify the other group members via e-mail.

2. I will meet deadlines and turn in deliverables on time. I understand that an absence does not excuse this requirement.

3. If I have a genuine problem with the work assigned, I will not hesitate to seek help.

4. I will treat other team members with respect and listen to any idea they come up with.

5. I will refrain from negative criticisms, but will constructively criticize when appropriate.

6. I will hold my other team members accountable if they do not do their part, but I will not hesitate to help them if they need it.

7. I will strive to not contribute to conflict and will work to provide a solution if conflict arises.

8. I will strive to make a strong contribution to all group meetings, projects, etc. and will bring forward ideas that I might have.

9. I will not make a major decision without consulting the group first.

10. I will not hesitate to challenge myself, take a leadership position if called upon, and I will take responsibility for all of my actions.

The Amazing Analysts will have at least one regular meeting a week on class night, either 15 minutes before or after class. Additional meetings will be scheduled on an as-needed basis, with the time and location to be determined by a consensus of the group.

By signing this document, I agree to abide by the Amazing Analysts’ Code of Conduct.