



Appendix A: Code of Conduct

Mission Statement

Team 101's mission is to create an environment where athletes feel comfortable and safe when playing the sport they love. The team focuses on prioritizing safety and durability to ensure that football can be played with confidence, empowering athletes to pursue their passion while minimizing the risk of injury.

Outside obligations

Each member is engaged in extracurricular activities, part-time jobs, research, and classes outside of the project. Weekly commitments have been documented and shared via the Outlook calendar to ensure transparency.

Weekly meetings will be held every Tuesday at 12:30 ET and are mandatory for all team members. Any additional meetings will be scheduled outside of class hours, unless deemed mission-critical. If a team member has a class conflict during a meeting other than the meeting Tuesday, they will not be held accountable for missing it.

Team Roles

Anyone and everyone is encouraged to step up to take on any specific task for the better of the team.

Team roles will be determined by what is specifically needed with extra appropriation towards students assigned work not in their expertise. Ex. one of the MEs assigned a task typically designed for BME and vice versa. Regardless, at minimum 2 people will take on every designated task and there will be no "blame game" because everyone is responsible for the entirety of the project.

Methods of Communication



Communication should take place through Microsoft Teams, text message, or email and must be clear, honest, and respectful. Hostility or name-calling directed at other members is unacceptable and may lead to a vote to escalate the issue to faculty.

Dress Code

Meetings with faculty require a professional appearance, so no pajamas or torn clothing, while internal meetings can remain casual. For formal presentations, all members must wear business casual or better, ensuring clothing is neat and free of wrinkles or tears. Dress code expectations and color coordination will be discussed at least one meeting in advance.

Attendance Policy

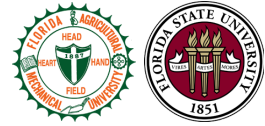
Meetings are scheduled in advance and confirmed by all members, with the expectation that everyone participates either in person or online unless they provide at least 24 hours' notice. If a member is unable to attend due to unforeseen circumstances, they must inform the team. Should a member miss two scheduled meetings within a month, the remaining members will meet to discuss a course of action.

Cross-Disciplinary Understanding

Although the team consists of both Biomedical and Mechanical engineering disciplines, members recognize this as an opportunity to learn from one another, appreciate different perspectives, and share skills that others may not have had the chance to acquire. A diverse team is not viewed as a weakness, and no member's knowledge will be undervalued. Instead, this is seen as a chance to grow, collaborate, and enhance understanding for the benefit of the team and the project.

How to notify group

If a team member can not attend a meeting they are required to notify the entire team at least 24 hours prior to the meeting through a written statement.



How to respond to people in professional meeting

In professional meetings it is necessary for everyone to give their insight on what is being discussed. Members will not speak over one another. Professional dress code is required.

Guidelines for Contacting Dr. McConomy or Dr. Arce

Team members are required to contact Dr. Arce or Dr. McConomy via email to schedule an appointment. All team members must be CC'd on the email. The email should be sent during business hours, and the availability of Dr. McConomy and Dr. Arce should be verified prior to proposing a meeting time. Situations requiring contact include but are not limited to:

Member Discrepancy:

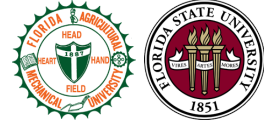
Before contacting any external sources, discrepancies should first be addressed directly by the individuals involved. If no resolution is reached, the next step is to involve the team to work toward a mutual agreement. All members will have the opportunity to voice their concerns, and efforts will be made to ensure understanding among the group. If the issue remains unresolved, Dr. Arce or Dr. McConomy should be contacted. They will assess whether the discrepancies can be resolved without further intervention

Project Discrepancy:

If members are severely struggling with the project and unable to find a solution, the first course of action is to seek guidance from the TAs. If the issue remains unresolved after consulting with them, the next step is to contact Dr. Arce or Dr. McConomy for further assistance.

Code of Conduct Amendments

Amendments to this Code of Conduct require a unanimous vote from all voting members. Proposals for amendments must be submitted in writing and shared with all members. All



members will have the opportunity to discuss proposed changes before the vote is taken. If the vote is not unanimous then amendment action will not be taken.

Statement of Understanding

By signing below, you confirm that you have read and agree to follow the guidelines outlined in the code of conduct document.

Signed on: 09/12/2024

A handwritten signature in black ink, appearing to read 'S. D.', with a horizontal line underneath.

Saiabhinav Devulapalli

Anghea Dolisca *Anghea Dolisca*

Connor Hollis *Connor Hollis*

Riley Stroth *Riley Stroth*

Maddie Valachovic *Maddie Valachovic*