Autolab living-together rules

☐ The current Autolab Mayor is: TBD ## Introduction

Here you will find all the information required to use the Autolab.

Autolab jurisdiction

What / where is the Autolab?

The "Autolab" is defined as the set of three rooms:

- ML F 44.1: The *Robotarium*. This is the room that will host the 24/7 autonomous Duckietown.
- ML F 44.2: The Robotarium *main control room*.
- ML J 44.4: The Robotarium *secondary control room*.

Safety

Safety is paramount is lab operations. Carefully read and understand the Frazzoli lab safety rules before proceeding further.

Fire Safety

The Autolab and and main control rooms are situated in an area of the building that, for safety reasons, cannot be occupied by more than 20 people at the same time.

The Autolab world

Being part of the Autolab means you are working on some aspects of the Duckietown platform, i.e., you are a citizen of Duckietown.

Duckietown is a place of joy and relaxed introspection, hence, all its citizen care for each other and for the place they live in. They understand that they're part of a something bigger than any individual project.

The Duckietown platform is a complex system of interconnected parts. Parts include hardware and software, both related to the workings of the Duckietown platform itself (i.e., Duckiebots + Duckietown) and to the workings of the Robotarium (e.g., networks, computers, cameras, etc.).

Every time a single part of a complex system is modified, repercussions ripple throughout the system.

Interfering with each other's work is a natural dynamic of working on Duckietown. To make the interference constructive, we set some rules.

The Autolab Mayor

There are many things going on in the Autolab at all times. E.g.:

- group projects (and thesis),
- Robotarium improvements,
- Robotarium remote operations,
- room improvements,
- fleet management,
- inventory management.

We institute the figure of the *Autolab Mayor* as overseer and responsible of all operations in the Autolab, and principal point of contact for all matters (with the exception of safety). The *Autolab Mayor* has the last word on all activities happening in the Autolab, and holds the keys to the inventory cabinets.

- The Autolab Mayor position is elective.
- All citizens of the Autolab have the right and obligation to vote.
- Elections are held at the beginning of each academic semester.

Autolab Mayors are granted the privilege of having their names recorded in the annals of Duckietown, and their portraits exposed in the Robotarium.

Using the Autolab

- You are allowed to work in the Autolab only after having *completed* the onboarding.
- You are allowed to work in the Autolab only after having reviewed, understood, and accepted the IDSC code of conduct.
- Every machine connecting to the autolab network requires the MAC address of specific network card to be white-listed. To white-list a machine, contact the Autolab Mayor. The process can take up to 4 days, so planning ahead will save some headaches.

Rules of conduct

- Use Slack for communications. No emails allowed.
- Use project folders for files exchange / storage. No attachments to emails allowed.
- Clean after yourself. Leave the place better than you found it.
- Be considerate of those around you. Listen to music with headphones. Silence your phones. Do not shout (there are other rooms nearby where people work).
- Always close windows if nobody is in the room.
- Always lock doors if you are the last to leave.
- Do not alter the functionality of things you are not responsible for. Ask if in doubt. Meddling with other people's projects / research is despicable and may have serious repercussions (see academic integrity guidelines).
- Do not walk with shoes on any tile / part of Duckietown. If you do so by mistake, clean up.
- Report any not-known face to the Autolab Mayor. Only authorized personnel is allowed in the premises.
- No more than 20 people are allowed at any time in the whole F-wing. The place is difficult to evacuate in case of emergency.

- No students are allowed in the Robotarium at any time, for any reason, unless accompanied by an Autolab member. Only Frazzoli Lab members may enter the room.
- If you are about to make noise (e.g., moving equipment / furniture, doing loud experiments, …) give a notice to the workers in the mechanical lab under ML F 44.1 before proceeding.

- Do not leave personal belongings unattended.

Seating

If you are the *Autolab Mayor*, you are entitled to a personal desk and storage cabinet.

If you are doing a *Master Thesis*, you are entitled to a personal desk and storage cabinet.

In all other cases, desks and computers can be used on a first come first serve basis.

Priority to seating in the main control room is given to group members of project that require direct access to the Robotarium in order to work (i.e., hardware related).

Computers and Monitors

The 10 desktop computers in the control rooms are shared resources, and should be treated as such.

The Robotarium server should be used only for its intended purpose, and not for general operations.

Amenities

The main control room is equipped with basic amenities such as a microwave, coffee machine and fridge. Treat with care, clean periodically.

Experimental Best practices

The Autolab is still not ready for remote operations. Stay tuned!

TODO: Write best practices on how to run Autolab experiments, once the robotarium will be up and running.

Purchasing

To run smoothly, the Autolab needs technical equipment and non-technical amenities.

All purchases need to go through Mac (corzilliusm@ethz.ch). To avoid spamming his email, please fill this form and post a heads-up message on the #autolab-purchases Slack channel.

Points of contact

Lab safety: Do you have any safety related doubt? Contact Mac.

Hardware: Need to make a hole in the wall or wonder if you can build a new fancy gigantic Duckie? Contact Mac.

Inventory: Do you need to know if we have something in inventory? Contact the Autolab Mayor.

Other: Do you have any question and you are not sure who to ask to? Contact the Autolab Mayor.

If everything else fails, contact:

Lab supevisor: Jacopo (tanij@ethz.ch)