Team Standards

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Intro

The purpose of this team standards document is to establish a common understanding of expectations between team members. Each member is assigned a role and duties that correlate with that role. An overview of what a typical meeting should look like is outlined. The standard tools that team members will be using are detailed as well as the processes used for self review.

Team Members and Roles

Riley McWilliams - Team Lead/Customer Communicator - Responsible for organizing and coordinating the milestones of the project. Assigns and manages tasks that keep the team on schedule and aware of deadlines. Main communicator with the client and with the team.

Alex Bentley - Recorder - Responsible for keeping detailed notes at team meetings, including releases, tasks, expectations, and all key points discussed at meetings of all kinds.

Daniel Rustrum - Architect - Responsible for building the core architecture of the product and maintaining that architecture throughout the build process. Keeps detailed notes of each implementation step and checking each members process to maintain consistency.

Qi Han - Release Manager - Responsible for editing and reviewing code each cycle before release. Maintains consistency by editing for readability and coding standards. Does all final tests to make sure the product runs as envisioned.

Haitian Tang/Everyone - Coder - The main coder will be Haitian Tang to be the lead when it involves implementation. Everyone will have a role in creating and maintaining code and will have different roles based on skill.

Team Meeting Expectations

Standard group meeting time will be on Monday afternoons from 2:30 p.m. to 3:30 p.m. Mentor meetings will take place Monday afternoons 4 p.m to 5 p.m.

A typical meeting will start with a 2 minute update report from each member on their activities since the last meeting. The next 10 minutes will be for discussing difficulties any member experienced and discuss solutions. The next 20 minutes will involves planning tasks for the upcoming week. Finally, we will compile everything into the weekly task report and print it out before the weekly mentor meeting. Each meeting will conclude with the creation of a weekly task report to be delivered to the mentor. Any disagreements within the group will be discussed in meetings and will be decided by a majority vote

Each team member is expected to be at the weekly team meeting. In the case that a member cannot make it, it will be reflected in the peer evaluation. If the absent team member has a valid excuse for missing a meeting (emergency, etc), it will be excused. If the absent member does not notify the other team members in advance (3 days) then they will be warned for the first absence. Further absences will be met with a loss of points on the peer evaluation.

All members are expected to focus on project related material. The team lead will hold each member's actions accountable during meetings. Team members who change design without notice will be reprimanded with a warning and the group mentor will be notified if such an event happens again. All teammates will be required to participate in slack communication and will be contacted if their absence is noticed.

Tools and Document Standards

Git, hosted on GitHub, will be used as the version control system. Git has a lot of good tutorials and tools for our team to use in which those tools don't need to be standardized across the team allowing them to choose whatever fits the team member's preference. Branching will be handled by having every feature with its own branch be based off the master branch. When the feature is completed then a pull request to the master branch would be created and reviewed by the team to ensure quality. The branches created for the feature can only have information that is relevant to that feature committed to that branch, otherwise another branch should be created. The downside of this method is that the team would have to rebase their branch everytime a pull request is accepted into the master branch.

Trello will be used as the Issue tracker, each feature will have its own ticket. Tied to the ticket will be all the work required to get that feature implemented, a description of the ticket, and the area that the ticket will affect. The ticket will also have a priority ranging from 1 to 9, 9 being the most important and 1 being trivial. The ticket itself goes through a workflow that denotes its progress. That work flow would start in the "backlog", meaning that it hasn't even been looked at. The next thing in the workflow would be the state "ready", this means that the ticket has been addressed and everything has been accepted to be worked on. Then the person assigned to that ticket would move the ticket into "in progress" when they are working on the ticket. After they are done implementing and testing the ticket, they would create the pull request to the master branch, however, if the ticket doesn't relate to coding or any form of implementation then the ticket would just move to done when the ticket has been completed.

The Google suite will be used for Document writing and presentations due to the fact that it is a google platform for team cooperation and it is available wherever there is an online connection. Slack will be the main tool for communication because it allows the team to manage our other tools through it via the app system implemented in slack. It also allows for more refined communication through channels relating to a specific topic. For the creative process Adobe Creative Cloud will be used.

The team will be separating the work between 4 members, everyone but the team lead. The lead will serve as editor so that our paper is more coherent. The writers have a soft deadline of Sunday night, this gives the team more flexibility with schedules. Although this may be a soft deadline, if it is used by a person too many times then there should be an analysis into the reason on why they are finishing their part on monday. If the writer isn't able to finish his part then he should let the tech lead know so that the lead may designate the work to another member or distribute it evenly.

Team Self Review

We will conduct self-review by communicating openly and honestly through Slack. If problems arise, an in-person meeting will be scheduled where each member performs self review, and allows others to comment on it.