

Team Standards

Date: 9/26/2025

Team Name: Evergreen Systems

Project Sponsor: Kyle Montgomery

Faculty Mentor: Nazmul Hossain

Team Members:

- (Team Lead) Asher Romanenghi
- Mark Johnson
- Tyler Sturm
- Melvin Agram



Overview: This document sets the standards our team will follow to work together effectively. It defines roles, meeting expectations, conduct, and tools we will use. These guidelines create a clear foundation for communication and collaboration.

Team Members and Roles:

Asher:

- Customer Communicator: The team member who coordinates and conducts customer communications.
- Deployment Manager

Melvin

- UX/UI Designer: This team member focuses on detailed implementation of product design
- Recorder: This team member maintains detailed meeting minutes.
- Deliverable/Assignments: Final checkings/ grammar checks before submitting assignments

Mark

- Architect: This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.
- Release Manager: This team member coordinates project versioning and branching, reviews and cleans up commit logs for accuracy, readability, and understandability, and ensures that any build tools can quickly generate a working release

Tyler

- Testing Manager: Design and carry out test cases for given product expectations.
- Repository Manager: Responsible for project repository health. Tracking issues and milestones.

Team Meeting Expectations:

Meeting Times: Weekly virtual meetings Tuesday 1pm.

Agenda Structure: Tasks are given out to each team member and recorded on the Task Tracker Sheet. Assign each task to each team member and discuss implementation.

- Google sheet tasks filled out by Thursday night each week
- Deliverables/ Class assignments will be discussed at the end Tuesday meetings

Minutes: Meetings minutes once a week second half of week.

Decision Making Process: Team decisions will be made by majority vote (3 out of 4 members). If there is a tie, the Team Lead will make the final decision after hearing both sides. Any repeated outvoting concerns will be brought to the Mentor for mediation, and all major decisions will be documented.

Attendance: If you're 15 minutes late, you'll be marked absent for that meeting. Any scheduling conflict, discuss with the group to reschedule meetings. No shows with no excuse twice, we will send an informal message to members. Third absence, without excuse, formal sanctioned letter. Fourth excuse and on, we will follow Policy and Process for Non-Performing Team members.

Conduct: Team members are expected to act respectfully and communicate constructively. Feedback should focus on improvement, and everyone should listen and value each other's

ideas. Disputes will be addressed calmly and, if needed, through the agreed Dispute Resolution Process and Decision Making Process.

Respectful Interaction: Team members will provide constructive feedback.

Dispute Resolution Process:

- Step 1: Informal message with involved members
- Step 2: If unresolved, formal sanctioned letter
- Step 3: If continued, Follow Policy and Process for Non-Performing Team members

Accountability: Team members are expected to contribute equally.

Tools and Document Standards:

Version Control: Github

Issue tracking: Looking into jira for issue tracking

Word Processing and Presentation: Google Slides and Google Docs

Composition and Review: Have everyone turn in their individual parts by Thursday night to the editor for peer review (Melvin Agram).

Team Self Review:

On the first team meeting of every month our team will conduct self reviews leading into the meeting. Team members will go around and share what they accomplished, what they could improve, and goals for next month. The team will give constructive and respectful feedback to each member.