



In Your Orbit

Team Standards

Cloud-Based Planetary Ephemerides

United States Geological Survey

Mentor: Scott Larocca

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The purpose of this team standards document is to outline and codify the procedures that team will operate by

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Team Members and Rolls

Team lead: Austin

The Team Lead will be responsible for organizing team meetings and tasks for team members, resolve conflicts and making sure that everything is on track and operating successfully

Customer Communicator: Austin

The Customer Communicator will be responsible for coordinating with the capstone sponsor and making sure that there is clear and frequent communication between the client and team.

Recorder: Nicholas

The Recorder will be responsible for taking notes and maintaining a record of all Team, Client and Mentor Meetings.

Release Manager: Noah

The Release Manager will be responsible for maintaining project versioning and branches. The Release Manager will also review and clean up commit logs for accuracy and understandability.

Architect: Minuka

The Architect will be responsible for making sure that the solution implementation follows all core architectural designs and decisions.

Coders: Austin, Nicholas, Noah, Minuka

The Coders will be responsible for implementing the code of the solution.

Austin specializes in web applications and databases, with proficiency in Java, Python, C and C#.

Nicholas specializes in web development and a working skillbase concerning algorithms. Proficient in C, C++ and Python.

Noah specializes in web development, databases with proficiency in Python, C, C++, Java (less so than the others), HTML, CSS and Javascript.

Minuka specializes in web development, database systems, with proficiency in Python, JavaScript, C, and C++.

Team Meeting Expectations

Meeting Times:

The team will hold either online or in person meetings every Sunday at 4 P.M Mountain Standard Time (MST). Mentor meetings will take place in the Engineering building every Tuesday at 4 P.M. Mountain Standard Time (MST).

Agenda Structure:

Team Meetings will begin with a brief review round where each team member will discuss their own work for that week. After the brief review, the team will discuss last week's tasks and deliverables, as well as upcoming tasks, gather their requirements, divide the tasks into subtasks and assign team members to each subtask. Finally, the team will plan ahead and discuss the future schedule after the coming week.

Minutes:

The Meeting minutes for team, Client and Mentor Meetings will be typed by the team's Recorder while in the meeting. The Recorder will gather all information from the client and take note of important links and information. The Meeting Minutes will be distributed to the team mentor in a shared google drive directly after the meeting.

Decision-Making Process:

The team will make decisions based on a three quarters ($\frac{3}{4}$) majority. If the team is divided on a decision, further discussion will take place and the team's Mentor will be consulted.

Attendance:

Meeting attendance is strongly encouraged, if not mandatory, but it is understood that unfortunate circumstances may make it impossible for a team member to attend every meeting. The Team Leader will send out meeting reminders well in advance and coordinate with the Team, Client and Mentor in order to avoid time conflicts. Repeated offenders will have consequences but singular offenses will not be punished. It is the responsibility of every member of the team to check the Weekly Task Tracker to ensure they understand their role for the week, regardless of attendance at meetings or not.

Conduct:

A first offense will receive a polite heads-up, followed by a formal discussion in a meeting if the issue persists. Finally, a team discussion with the CS Capstone Organizer will take place if an agreement cannot be reached.

Tools and Document Standards

Version Control:

The team will maintain an experimental and stable branch of the project on GitHub. The team's github will also contain the files for the team website, as well as an archive of all team documents.

Issue Tracking:

The team will use the Github issue tracker to track and resolve issues with the project. Team members will be assigned to an issue within the github interface based on the skills and availability of the team member.

Word Processing and Presentation:

The team will use Google suite and draw.io for the creation of all documents, presentations and diagrams. The team will discuss the use of future tools as needed.

Composition and Review:

Deliverables and tasks will be done at least 24 hours ahead of their given due date. The Team Lead will be the main editor and will compile and edit all deliverables before posting them in both the team Google Drive folder and the team Discord. The rest of the team members will then have at least 24 hours to review, discuss and edit the deliverable or task before submission.

Team Self Review

Team Meetings will begin with a brief review round where each team member will discuss the task that they have been working on that week, the progress they have made and either the work left to do for the task or state the task's completion.