**Team Standards**

LabRats

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**Intro**

The purpose of this document is to outline the standards for working on this project over the course of the academic year. It will cover the roles within the team, expectations for conduct and communication as a group, and the universal tools and products we will be using to accomplish our goals.

**Team Members and Roles**

Detailed below are the three members of our team, and the roles envisioned for each:

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| --- | --- |
| Julian Bell  jwb265@nau.edu  (480) 268-5599 | * **Team leader** * Customer communicator * Coder/programmer |
| Remy Brandriff  bsb232@nau.edu (520) 820-9020 | * Recorder * Architect * Coder/programmer |
| Maria Granroth  [mlg389@nau.edu](mailto:mlg389@nau.edu)  (480) 845-3114 | * Release manager * Document editor * Coder/programmer |

**Team Meetings**

We have established a set of guidelines below for regular team meetings to ensure communication between the members is practical, thought out, and universally understood.

*Meeting Times*

We intend on meeting every Thursday from 1:30 to 2:30 PM (the meeting time may be extended beyond an hour if necessary). This is consistent with our schedules and availability, but may be subject to change as the semester goes on. If impromptu meetings are required, we will use our group text to figure out what works best, or rely on tools like Slack or Discord for communication.

Agenda Structure

Our meetings will begin with a few minutes of updates from each team member, detailing their experiences over the past week with respect to the project and what their intent is for the coming week; we may move this to a more formal written response if needed, but will stick with this plan for the time being. New material will then be introduced, then we’ll address problems we may have had, brainstorm solutions, and present new ideas. We may take this time as an opportunity to make changes to the project or decide on what to present to our mentor and client.

Minutes

Our plan is to record meetings by audio and transcribe them onto a document later (which will be done by teammate Remy Brandriff). This will be quite helpful, as we will have multiple frames of reference for our weekly meetings, both in oral and written form.

Decision Making

If any major disagreements over project-based decisions arise throughout the year, we will use a two-thirds majority to continue with whatever decision seems best as a group.

Attendance and Conduct

As we are all busy seniors with other classes and outside work schedules, occasionally missing meetings may be a part of the process, which is understood by all of us; however, if this happens more than just rarely, we will need to have a formal meeting as a group to ensure that regular communication continues throughout the semester as is required for a project of this scope.

If or when issues arise, we will address them when they happen rather than ignoring them or letting them build up. When someone first notices a problem, they will bring it up to the person in question politely and in private. If the problem continues, we will address it as a team and work together to find a solution. If a solution cannot be found or the issue continues, it may be necessary to bring it up with our team mentor. Only in extreme circumstances and when there are no other options will we request a team member’s removal.

**Tools and Document Standards**

We will be using a standard set of tools for version control, issue tracking, and so forth, to ensure that working on this project goes as smoothly as possible:

Version Control and Issue Tracking

We plan on using GitHub as a standard form of version control for the capstone project. We will fork the project when we make edits, and submit a pull request to be reviewed by the other team members before making any commits. For issue tracking, we will use Pivotal Tracker, a highly reviewed application that can also integrate easily with GitHub (which is optimal in our case); this may be subject to change in the future, but it seems this is a worthy option for this project.

Word Processing and Presentations

Unless other, more potentially useful options pop up, we will stick with the standard Microsoft Office suite of tools: Word, PowerPoint, and so forth. For graphical design, we will use either Paint.NET or Photoshop.

Composition and Review

We will ensure that, before any larger deliverable is worked on, we have established an editor and a set of guidelines for who is responsible for what part of the document, to avoid any potential confusion. To ensure the final product meets quality standards, we will make the final versions of each contribution due 24 hours before the due date, so that the editor can piece together a coherent, sufficient end result. We will also have rough drafts reviewed by the editor multiple times (e.g., every few days, depending on the scope of the project).

**Team Self Review**

For the last meeting of every month, we will conduct self-reviews. Before the meeting, each person will write up a self-assessment detailing things they’ve done well, things they need to work on, and general plan for improvement. These will be more casual, as the self-assessments will act as notes during the meeting when we discuss how each of us are doing. We’ll then open the floor up to discussion of performance for each person and suggestions for improvement if requested or needed.