

Team Standards

Geo Learn

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Mentor: Fabio Santos
Sponser: Dr. Chris Doughty
Team members: Samuel Prasse (lead), Kaitlyn Grubb,
Tyler Pehringer, Joshus Tenakhongva

Intro

In this paper, we will determine the roles that each team member will take the responsibility of being the lead. We will determine our expectations for how team meetings will be held like meeting times, our decision making process, and our attendance rules. We will determine the tools we will be using to manage version control and issue tracking. We will determine the standards of our technical communication and presentations. We will determine the routine and format of our team self evaluations

Team Members and Roles

Samuel Prasse:

Team Leader - Contact our team mentor and Head of Capstone Program. The team leader also makes sure everyone in the group is on track in terms of assignments and deliverables.

Customer Communicator - Contacts client about any updates and meetings for the team. Lets the client know of any major issues in the project.

Coder: Adds any needed functionality for the project based on the specifications needed for the project.

Tyler Pehringer:

Recorder: Record all important information in detail about meeting with the team, mentor and client. They keep good detailed documentation of the project and any concerns from team members.

Coder: Adds any needed functionality for the project based on the specifications needed for the project.

Kaitlyn Grubb:

Architect: In charge of the organization of the code for the project. How each function should interact with each other from the front-end and back-end of the project. Makes sure people code based on the plan for the project.

Coder: Adds any needed functionality for the project based on the specifications needed for the project.

Joshua Tenakhongva:

Release Manager - Coordinate the Github account branches, pull requests, and documentation of each commit to ensure that the clarity of our Git logs and clear and readable documentation.

Coder - Adds any needed functionality for the project based on the specifications needed for the project.

Team Meeting Expectations

Meeting Times: We will meet with our mentor, Fabio, at least once a week on Thursday at 2:00pm in the library. We will also meet additionally on Tuesday nights as a team. If an emergency meeting needs to be called, the member who wants to call a meeting will text the rest of the group and the group will pick the time that most members can join.

Agenda Structure: All group meetings will start with a verbal update from each team member on what they have been working on the past week. We will then address important issues and roadblocks. Lastly we will decide what everyone will be working on for the next week.

Minutes: Tyler will record our meeting minutes. We would like to have at least 2 hours of meeting minutes a week.

Decision-Making Process: In case of a disagreement the group will try to come to a unanimous conclusion. If this cannot be reached, majority vote will decide the outcome. Since we are a four person group, in a tie we will consult Fabio.

Attendance: We are going to have a jar. If you are more than 15 minutes late you put a dollar in the jar. If you are absent you put 2 dollars in the jar. At the end of capstone we will use our jar to celebrate our success.

Conduct: If a member has a minor dispute with another member and after politely discussing the issue with the person the issue is not fixed, we will take this to our lead, Samuel. If the problem is with Samuel or escalates we will take this issue to Fabio, our team mentor. If this still does not fix the issue we will bring this issue to Dr. Doerry. If the problem still persists after a meeting with Dr. Doerry we will take more drastic measures.

Tools and Document Standards

Version Control: The tool that we will use for version control will be Git and Github.

- Git: We will use Git to control the code on our personal computers, use it to manage our branches, and push them onto the team Github.
- Github: We will use Github to act as our central repository of our project source code and assets.

Issue tracking: The tools that we are going to be using for issue tracking is a group text message chat, Discord, and Trello for different levels of importance, formality, and urgency.

- Group Text Message Chat: Used mostly for urgent communication, group text messages will be used for simple alerts to other team members if there is an issue that needs to be addressed post haste.
- Discord: Used mostly to have a more formal style of communication where we can upload necessary documents for different tasks and assignments. It will also be where

we keep track of the immediate goals and tasks where everyone needs to focus their attention.

- Trello: The most formal of our issue tracking tools, we will use this to manage all of the issues in our project, giving each a different card and writing the details inside of the card. The cards will contain a detailed view of each issue. Our Trello board will be used to view each issue on a higher level, so we can manage the progress we're making to resolve these issues and whose responsibility it is to resolve each issue.

Word Processing and Presentation: We are going to keep all of our templates, task deliverables, and presentations on google drives. To keep this simple and easily accessible we will use google docs and google slides. If we need any other development tools we will discuss this in a future meeting.

Composition and Review: Tyler will read all papers before the deadline and make sure all sections fit nicely together. Tyler will decide how much time he needs for integration and revising per project about a week before the task or project is due.

Team Self Review

Our team will have self reviews after major presentations, deliverables, and at our team lead's discretion. These will take place in meeting form. We will combine these self reflections with refactoring and will use this time to add tasks to the trello to fix issues brought up in the meeting. In addition we will include a smaller version of self reviews in our weekly team meetings. This will be included when everyone gives their weekly updates.