Decisions and Responsibilities

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| **Team Procedures** |

Most decisions are decided by majority vote within the group. In the event of a strong disagreement, logical arguments will be required between both parties. If an agreement cannot be made via argument, the decision will be put off until a later time, giving both parties time to think.

Agendas will be set by each individual in the group as they find issues that need to be discussed. The base agenda for the next meeting will be determined at the end of the current meeting. Team members will be reminded and notified of meetings via e-mail. All members will be responsible for keeping the meeting on track by speaking up if they notice we have gone too off-topic.

Records will be kept and distributed by Jason and Lonnie. Jason will be responsible for logging all of the messages sent to the Internet Relay Chat channel, as well as giving out the logs when requested. Lonnie will be responsible for taking notes during each meeting, and making copy of those notes to hand out as requested.

Assets will be updated using git, and stored on GitHub. Each member will create a branch of the project repository to do their work on. When it comes time for their code to be implemented, the member must create a pull request into the master branch. The pull request must then be peer reviewed by at least one other member before being integrated. In the event of a code conflict, Jason will be responsible for the merging of code.

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| **Team Expectations** |

**Work Quality**

No gibberish, college level writing with proper punctuation and spelling. Project code will follow similar naming conventions and format standards between all members. Peer reviews will involve at least one member looking over the work of another, making comments on item being peer reviewed directly.

Peer reviews will take care of the writing coding standards. Peer reviews themselves must be made known to the entire team in some form, such as a commenting on the pull request or similar.

**Team Participation**

To distribute tasks between members, Visual Studio Team Services will be used. Each user may add ideas via the task tracker being used, with comments for the idea being used for discussion.

Deadlines will be set for certain tasks, with a reminder being sent out to all members two days before the deadline. Meetings will also be used to help keep members on task as needed. E-mails may be sent to members asking about their progress anytime a member likes, within reason, which will act as an informal reminder about the task.

Leadership will be informal and shared amongst all members, with a rough meritocracy basis.

**Personal Accountability**

Members will be expected to check-in at least twice a week. Members are expected to attend all meetings, unless an acceptable reason is provided for their absence.

Members are expected to be reasonable and spend sufficient time on their tasks to finish before spending large amounts of time on things like entertainment. Members do not need to prioritize this project above all else, but should at least prioritize it reasonably ahead of non-productive activities.

Members are expected to notify the entire group if outlook on completing their task is awry. Members are also expected to ask for help whenever they need to, especially in the event a deadline is nearing.

Members are expected to communicate with all other team members at least twice a week, with a turnaround time for e-mails being 24-hours, unless the team has been notified of a reason they are unable to.

Members are expected to be fully committed to the tasks they are assigned and accept, as well as any decisions they agree with.

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| **Consequences for Failing to Follow Procedures and Fulfill Expectations** |

First infractions will be met with warnings. Further infractions will have the member require a higher level of communication on progress, with increased check-ins with the group.

If frequent check-ins do not seem to resolve obvious infractions, then we must set up a meeting **between all team members and discuss the team dynamic**.

If infractions continue still, after all attempts to fix them have been made, a notification will be given to Brian Bird, and a meeting set up between the team and Brian Bird. If even that fails to fix the problem, the team member will be terminated from the team.