

## Documentation for Team Standards

26 September 2019

Caribou Cams

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Mentor: Mahsa Keshavarz

Members: Samantha Muellner, Shuyue Qiao, Keenan Swanson, and Dongyang Yu



## INTRO

This document will discuss the standards for our team, Caribou Collars. Positions, meeting information, and tools/documentation standards will be discussed in the following pages. Specifics on how things are conducted will be written out with the entire team's agreement so that if any complications or confusion arises, us and our mentor can consult the document on how to proceed with things.

## TEAM MEMBERS AND ROLES

**Team Leader:** Samantha Muellner

**Customer Communicator:** Keenan Swanson

**Recorder:** Dongyang Yu

**Coding:**

**Website Backend:** Keenan Swanson and Samantha Muellner

**Website Frontend:** Shuyue Qiao and Dongyang Yu

**Python (future):** Everyone

## TEAM MEETING EXPECTATIONS

**Meeting Times:**

*Mentor/Team Meeting:* 5:30 pm - 6:30 pm (or whenever needed), Mondays, SICCS Building Rm. 108B - 6

*Client Meeting:* 4:00 pm - 5:00 pm, Thursdays, SICCS Building Rm. 224

*Impromptu Meetings:* If it isn't a serious enough question to have a skype meeting, a simple email to our client is fine. If the question is more dire, a Skype meeting can be set up through email communication. If it is something that needs to be discussed between the team, a discord channel has been made and questions can be asked there. Skype meetings can also be set up with only the group if necessary. If an in-person meeting is crucial, weekends are available for meetup times.

**Agenda Structure:**

For the first five or ten minutes of the meeting, discuss how things are going in the group and if any changes need to be made. Following this, each member talks for two to five minutes about what they have done in the past week. For the rest of the meeting, discuss what needs to get done and divide up tasks among group members accordingly. Discuss how long tasks will take, the expected outcome of each task, and what is required in order to finish a task. At the end, make sure to set up any extra meeting times that may be needed

**Minutes:** Dongyang Yu, our recorder, will record a brief overview of what has happened during each of our meetings in a google document that is shared on our google drive so that we can all access them. At the top of each page, there will be a list of everyone who was present for the meeting. In the document, important points that have been addressed and decisions that have been made will be bolded. At the end of each page will be a table that will discuss who is doing what for the upcoming week and when such a thing is required to be done.

**Decision-Making Process:** If our team is split with two people wanting one idea and two people wanting another idea, we will make a pro-con list and go with the idea that has the most amount of pros for our project. If we still cannot come to an agreement, we will find an impartial third party to decide for us.

**Attendance:** Meetings are mandatory but since classes come soon afterwards, leaving early is okay so long as people get a report. If you are going to miss a meeting, notify the group a couple days before hand and review the notes taken by the recorder. If the recorder is absent, a substitute will take notes in his place. Updates are required to be sent both ways, with the person being absent sending a list of what they have accomplished in the past week, and the people at the meeting making sure to notify the person who was absent of what they are required to get done in the upcoming week.

**Conduct:** Be upfront with things that are bothering you about the group, your assignment, the amount of work you've been given, etc. Basically, don't beat around the bush. The group will then discuss this and see if there is a way to make things more even or fix things that are bothering people. The group will check in a week or two later and see if the issues have been dealt with properly and are no longer a problem. If not, discuss how to further fix them. If things don't change despite several meetings, approach Dr. Doerry or our mentor and ask for advice on how to proceed with the subject.

### TOOLS AND DOCUMENT STANDARDS

**Version Control:** Github will be used. When forks are created and the master branch needs to be changed, the people who changed the code must contact each other and make sure that their code works together before committing.

**Issue tracking:** We will be using Trello to divide up tasks among group members and keep track of what has been done, what needs to be done, and what could possibly be done.

**Word Processing and Presentation:** A google drive folder has been created to store all written documents, photos, and presentations.

**Composition and Review:** One person for each major document will put together each section of the document in a way that makes them look natural. Another person will look over the document after this first person is done and simply check to see if there are any mistakes that were missed, as well as make sure the document reads smoothly. Who will edit the documents will switch off for each document.

#### TEAM SELF REVIEW

Devote the first five minutes of each team meeting to review the team, how our progress is going, and how they the different tasks are working for each person. If someone is struggling with a task, mend that. Each person can speak up about concerns they have on their part or others, and questions about anything are encouraged during meetings or on the discord channel.