Team Standards

Date: February 6th, 2024
Team Name: FairyMander
Sponsor: Bridget Bero
Professor: Michael Leverington
Mentor: Vahid Nikoonejad Fard

Team Members:
Izaac Molina (Team Lead)
Dylan Franco
Jeysen Angous
Sophia Ingram
Ceanna Jarrett

Introduction

This document creates a shared agreement on the expectations of the team concerning how we will function. The standards for our team will be laid out here, including, but not limited to; member roles, establishing communication protocols, expectations, and collaboration.

Team members and roles

Izaac Molina (Team Leader, Coder): Coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts. Back end coder will be mainly working on the algorithm using Python. Coding jobs are subject to change.

Sophia Ingram (Customer Communicator, Coder): Coordinates and conducts customer communications. Back end coder will be mainly working on the algorithm. Coding jobs are subject to change.

Ceanna Jarret (Recorder, Coder): Maintains detailed meeting minutes. Back end coder will be mainly working on the algorithm. Coding jobs are subject to change.

Dylan Franco (Architect, Coder): Primarily responsible for ensuring that core architectural decisions are followed during implementation. Back end coder will be mainly working on the algorithm. Coding jobs are subject to change.

Jeysen Angous (Release Manager, Coder): Coordinates project versioning and branching, reviews and cleans up commit logs for accuracy, readability, and understandability, and ensures that any build tools can quickly generate a working release. Front end and back end coder, will be the main coder for the capstone website, and will help with the algorithm. Coding jobs are subject to change.

Team Meeting Expectations

Meeting Times:
Team Meetings: Tuesdays, 6 pm - 7 pm, Online
Mentor Meetings: Thursdays, 3 pm - 3:30 pm, SICCS
Sponsor Meetings: Tuesdays (once a month), 9am, Engineering
Impromptu meetings: To be coordinated over discord as needed

Meeting Agenda: Every member must give an update during the meeting. Members will go in order providing updates to the team for ~2 - 5 minutes each, answering team member questions as necessary.

Minutes: The team recorder will be in charge of keeping track of minutes. All members will have access to the "minute sheet" at all times via a shared drive. Updates to the sheet will take place, and be discussed, during meetings.

Decision-Making Process: Any disagreements will be settled through group votes using ⅗ majority.

Strike System: A 3 strike system will be implemented, where in the following policies discussing group conduct, infringement on these policies can result in a strike (see policies for when this can occur). If a team member has accumulated 3 strikes, they will a.) receive a 10% penalty to their next peer evaluation score b.) have a 1-on-1 meeting with the team leader to discuss what actions will be taken forward to resolve the conflict, if the team leader accumulates 3 strikes, a full team meeting will be held to resolve the conflict.

Attendance: Being 15 or more minutes late to a meeting with no prior heads-up will result in a strike. The absent member is responsible for reviewing notes taken during the meeting and communicating with other members as needed.

Conduct: Meetings will be conducted using a Round Robin format. Members will give updates one by one. Other members will have the opportunity to ask the presenter questions and provide feedback.

Tools and Document Standards

Version Control: All tasks and assignments will be on a shared drive. All project code will be put on the team GitHub. It is recommended that team members strictly adhere to this, that way members have access to everything at all times and nothing gets lost. The release manager will be in charge of approving forks to ensure that everything is up to standards and prevent any errors.

Tools: Different languages will be used to develop our project. The capstone team website will utilize HTML and CSS. The algorithm will be written in python. If a web based interface is needed we will use JavaScript, PHP, HTML, and CSS. The languages being used are subject to change.

Issue Tracking: The team will utilize GitHub as a way to open tasks, assign them to team members, and monitor their completion. Tasks that are not coding-related, such as assignments, deliverables, etc will be tracked through team communication on Discord.

Word Processing and Presentation: All files will be on a team-shared drive. Discord will be used to discuss any updates or progress on graphics, presentations, deliverables, etc.

Composition and Review: For larger deliverables, each member will be assigned a section, and there will be an editor. Sections will be clearly laid out and communicated to each member to avoid any confusion. The soft deadline for deliverable completion will be 24 hours before the due date. If a task that is expected to be completed is not completed by this soft deadline, the party/parties responsible *must* provide an explanation in the form of a message in the group discord. If there is no response, a strike is added to the above 3 strike system described in the attendance policy. After it has been completed the editor will ensure the deliverable is cohesive and has all the necessary information.

Team Self Review

Team self-reviews will be conducted once a month, or as needed, during team meetings. All members will have time to discuss any issues they may have. If a member, or the team, is uncomfortable presenting issues during the meeting they may speak with the team leader privately for the team leader to then discuss during the meeting.