Team Standards

DIGital

Sponsor:

Dr. Kayeleigh Sharp

Faculty Mentor:

Scott LaRocca

Team Members:

Devin Jay San Nicolas
Tate Whittaker
Ryan Wood
Jarom Craghead

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Introduction:

The purpose of this document is to establish how our team will function.

Team Members and Roles:

- **Devin Jay San Nicolas: Team Leader, Customer Communicator, Back-end Developer**
  Coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts. Also serves as the primary contact with the customer, ensuring that requirements are met and that the client is informed of the project's status.
- **Tate Whittaker: Recorder, Lead Editor, Back-end Developer**
  Maintains detailed meeting minutes. Also reviews and edits documents and deliverables to ensure a consistent writing standard.
- **Ryan Wood: Architect, Front-end Developer**
  Responsible for ensuring that core architectural decisions are followed during implementation and primary coder in the web page frontend and backend development
- **Jarom Craghead: Release Manager, 3D Modeler**
  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.

Team Meeting Expectations:

- **Meeting Times:** There will be an in-person meeting with Mentor every <u>Wednesday at 2:10PM in the Engineering building</u>. The team will also meet every <u>Saturday at 10 am on Discord</u> to both update team members and assign tasks for the upcoming week. Any impromptu meetings will occur over Discord if needed. There will also be an in-person meeting bi-weekly (every other week) every <u>Friday at 10AM with Dr. Sharp and her team in the Bilby Digital Archeology Lab</u>.
- **Agenda Structure:** Each meeting will begin with a brief progress report from each member detailing their activities since the last meeting. Any remaining issues are addressed before discussing future deliverables and tasks.
- **Minutes:** The Recorder will document minutes in a Google Doc each meeting, and will then upload them to our Google Drive when the meeting is finished. Meeting minutes should include the progress report from each member, topics discussed during that week's meeting, and should also address future plans (individually or as a team).
- **Decision-Making Process:** For all decisions, the team will aim for a <u>¾ majority vote</u>. However, in the case of a split decision, the team will discuss each perspective and debate until a compromise is reached.

- **Attendance:** In the event that a team member knows they will miss or be late for a meeting, they <u>must notify the team and mentor via Discord or email</u>. Any member who <u>misses a meeting or is late to a meeting must make sure to read the meeting minutes, and perform their assigned tasks</u>. If a member misses <u>2 meetings without notifying the team, potential consequences will be discussed by the team and Mentor</u>. If a member missed a <u>3rd meeting, the team will meet with the capstone coordinator</u>.
- **Conduct:** Any non-performing/disruptive members will be given an <u>initial warning</u>. The team will <u>meet with the Mentor if problems continue to arise</u>. If these attempts fail, the <u>team will meet with the capstone coordinator</u>. Team members will communicate in a professional and respectful manner during team meetings.

Tools and Document Standards:
- **Version Control:** All project code will be managed using <u>GitHub</u>. All changes or new features must be pushed to the main branch using pull requests, provided that they have been reviewed by at least one team member (preferably the Release Manager) before being merged into the main branch.
- **Issue tracking:** Code-related tasks will be tracked using <u>GitHub issues</u> and noted in the <u>Task Tracker</u>. Any other tasks, such as documentation and project management tasks, will be tracked using a Google Sheets Task Tracker.
- **Word Processing and Presentation:** All documents and presentations will be created and maintained using Google Drive products. Google Docs will be used for any deliverables/documents while Google Slides will be used for presentations. All documents will be stored in the team's shared Google Drive folder.
- **Composition and Review:** Each team member is expected to complete their individual contributions at least <u>3 days in advance</u> (from assigned due date) for rough drafts and <u>24 hours in advance</u> (from assigned due date) for the final draft, providing our lead editor (Recorder) enough time to review and integrate everyone's work into a single cohesive document.

Team Self Review
<u>Once a month</u>, each team member is responsible for filling out a shared Google Doc discussing the following: what they did well, what they could improve on, and what the team can improve on. In the meeting subsequent to the team self review, the team will briefly discuss the results.