Team Standards Document
September 23, 2019
EnginAir

**Sponsor:**
Harlan Mitchell, Honeywell
(harlan.mitchell@honeywell.com)


**Mentor:**
Scooter Nowak
(gn229@nau.edu)


**Team Members:**
Chloe Bates (ccb323@nau.edu),
Megan Mikami (mmm924@nau.edu),
Gennaro Napolitano (gennaro@nau.edu),
Ian Otto (dank@nau.edu),
Dylan Schreiner (djs554@nau.edu)

## Purpose:

The purpose of this document is to outline team policy, standards, and provide guidelines for team expectations and roles.  Sections include: Team Members and Roles, Team Meeting Expectations, Tools and Document Standards, and Team Self-Review.

## Team Members and Roles:

Team Leader: Responsible for coordinating and delegating task assignments in order to ensure project is progressing towards goals.  Is the team's point of contact between team mentor, faculty advisor, and sponsor.  Responsible for conducting meetings and conflict management.

Recorder: Responsible for maintaining accurate and detailed minutes and ensures updated Weekly Task Reports.

Scrum Master: Responsible for managing technical aspects of the project.  Ensures project code meets team and sponsor standards.  Works with team members, advisor(s), and sponsor to establish clear requirements and ensure everyone is working productively towards them.  Responsible for delegating tasks based on either skill/merit or time constraints.

Code Monkeys: Responsible for producing code for the project.  Collaboratively works with other members to efficiently complete tasks  Tasks may be delegated based on merit and skill or per Scrum Master's prerogative.  Each team member must ensure that two team members review each commit.

## Team Meeting Expectations:

Conduct: Team members are expected to be present and participate actively in meetings.  Team members are expected to communicate effectively with other members and contribute to the well-being of the project.  Team members are expected to be prompt to meetings or communicate otherwise to the team.  Team members are expected to be respectful towards other members, mentor, and sponsor.

Communication:  Primary communication will be through through a text message group chat for convenience and accessibility.  Formal communication will be through a customized Slack channel or email.

Meeting Times: Sundays at 8pm-10pm in Cline Library in a designated room unless otherwise noted.  Room will be reserved by Team Lead.  Impromptu meetings may be called if needed and may be called by any member of the team.

Mentor Meeting Times: Monday at 3pm-4pm in SICCS building unless otherwise noted.

Meeting Structure: Meetings will begin promptly at 8pm or at other time determined.  Meetings will begin with a brief update from each member on tasks assigned the previous week.  Team lead will go over deadlines and delegate new tasks.  Meetings will proceed with an open

discussion on various topics/issues. Meeting questions will be brought up through Slack channel and talked about during weekly meetings.

<u>Meeting Etiquette:</u> Meeting etiquette is as follows but is not limited to:

- Eating/drinking is permitted during internal team meetings but are discouraged during mentor and sponsor meetings unless otherwise permitted.
- Be respectful when other team members, mentor/advisor(s) are talking, or sponsor are speaking
- Keep side conversations to a minimum or suggest bringing the topic, of said conversation, to the floor for discussion
- Stay focused during team, mentor, and sponsor meetings

<u>Minutes:</u> Minutes will be recorded on formal document template and kept in a Minutes folder in the shared Google drive. Minutes should be sent to team members within 24 hours of meeting to ensure accurate revisions, if necessary.

<u>Attendance:</u> Attendance is required. If member is running late or is going to be absent, they are expected to let the team know via a communication method defined below. If a member misses 2 meetings, without a valid excuse\*, he/she will be subject to misconduct consequences.

<u>Decision-Making Process:</u> Decisions will be made via a voting process. Voting will be conducted during in-person meetings and requires a majority vote\*\* for a motion to pass. Impromptu voting may occur through Slack channel or text message group chat.

<u>Consequences:</u> Team member misconduct will be dealt with in the following manner:

1. Verbal confrontation at internal team meetings.
2. Verbal confrontation during mentor meetings.
3. Bring issue with Dr. Doerry for advice or other consequences.

## **Tools and Document Standards:**

<u>Version Control:</u> The team will utilize the Git version control system on GitHub.com.

<u>Issue Tracking:</u> The team will use the GitHub issue tracking system on the GitHub code repository.

<u>Word Processing and Presentation:</u> Google docs and Google slides will be the primary word processing and presentation means. It also allows for collaboration and all members have access via a shared Google Drive. All deliverables will be exported to PDF files before submission or presentation. A template cover sheet will be used to ensure consistency between deliverables.

<u>Composition and Review:</u> Integration between individual written sections will be as follows:

1. Team collectively breaks down tasks into individual parts
2. Each member completes and pastes individual section into main document
3. Editor reviews and edits document to ensure cohesive language and consistent format, as necessary

\* Validity of excuse is determined based on the importance of the meeting and/or the severity of the excuse. Valid excuses are ultimately decided on by the team.

\*\* Majority vote requires 3/5 members

4. Editor uploads final document to be reviewed by all team members
5. After acceptance from all members, document will be exported to PDF and printed in its final version

## <u>Team Self Review:</u>

The team will self-evaluate every month during in-person team meeting.  This evaluation entails review as a team (i.e. how the team is functioning, roadblocks, etc.) and will also incorporate a team member self-review (i.e. what is member doing well, what can the member improve on, etc.).  Team review may be informal but may be formal depending on the current team dynamic and/or situation.