



Team HomeAide

Team Standards

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Overview:

The purpose of the team standards document is to outline the duties, standards, expectations, and rules that our team intends to follow throughout Capstone. What follows is an explanation of what roles each of us will perform, the expectations we have set for our team meetings, and the tools we will utilize to accomplish them. This document will conclude with how we intend to review ourselves as a team.

Team Members And Roles:

Seth Borkovec: Team Lead, Client Communications, Coder

Ethan Donnelly: Team Recorder, Release Manager, Coder

Courtney Richmond: Product Research Manager, Website Manager, Coder

Noah Baxter: Team Architect, Editor, Coder

Descriptions of Roles:

Team Lead: The role of the Team Lead is to coordinate tasks, manage the team and keep everyone on track. The Team Lead is also responsible for conducting the meetings.

Client Communications: The role of the Client Communicator is to serve as the contact point between the team and the client. This includes scheduling meetings and keeping the client informed of the team's progress.

Team Recorder: The role of Team Recorder is to record and document meeting minutes.

Release Manager: The role of the Release Manager is to review and manage the various different branches of the project.

Editor: The role of the Editor is to review and consolidate the individual sections of larger documents to ensure they all flow well together and maintain consistent style and formatting.

Product Research Manager: The role of the Product Research Manager is to obtain relevant information of how the teams and client will make use of our product. This will be accomplished by consulting individual's knowledge in that area.

Website Manager: The role of the Website Manager is to maintain and update the team's website with the relevant information and documentation as the team progresses through the project.

Team Architect: The role of the Team Architect is to make sure that the team's decisions regarding project architecture are being followed as well as managing architecture changes if necessary.

Coder: The role of the Coder is to implement the code for the project. All team members will take on the role of coder.

Team Meeting Expectations:

Meeting Times: The team will conduct a weekly two-hour meeting on Saturday, 11:30AM - 1:30PM. Each meeting will be held on Discord (with Zoom as a backup), and the team will schedule a ten minute “water cooler talk period” prior to each meeting to help ensure no one is late and build teamwork. As a backup time slot, the meeting will be held after Capstone lecture for a maximum of two hours, and with a 10-minute break between the lecture and the start of the team meeting. The team’s mentor meeting will be held each week for one hour on Monday from 6:40pm-7:40pm. In The case of an impromptu meeting all team members will receive a Discord message and a team text to discuss an agreed upon time.

Agenda and Structure:

- 10 minutes before the meeting starts: Unofficial "water cooler time."
- Start of meeting up to 5 minutes: Appreciations and comments.
- 2 minutes: Overview of topics and upcoming tasks.
- Up to 12 minutes: Each team member takes 4 minutes to summarize their individual tasks and field questions from other members.
- 1 hour to 1.5 hours: Discussion of the meeting topics including assigning tasks.
- Remainder of meeting up to 10 minutes: Discussing upcoming tasks for the following week(s).

Minutes: The recorder will create detailed minutes for each team meeting. The minutes will include the time each meeting took place, the team members present and detailed notes about the topics discussed. All meeting minutes will be saved and uploaded to Google Drive so that all team members may review them at any time.

Decision-Making Process: Discussions will be freely allowed with appropriate respect for each team member. In the event of a conflict all parties on differing sides will be given a chance to explain their reasoning and the team as a whole will vote on a decision with the side receiving a majority winning the vote. In the event neither side receives the majority vote the team will seek guidance from the team mentor.

Attendance: Each team member is expected to attend all regularly scheduled meetings on time. In the event that a team member is unable to attend a meeting, they are expected to notify the rest of the team, providing a valid reason as to why they cannot attend or will be late. The absent team member is responsible for looking over the

meeting minutes as well as asking the team for any additional information discussed. Each team member is allowed three excused absences from team meetings.

Valid Reasons: The team has decided that valid reasons for missing a regularly scheduled meeting include a family emergency, a personal emergency and impromptu work-related conflicts.

Excused Absences: Defined as an absence for which the reason is listed in the valid reasons above. In this case, the reason may be given after the fact and still be excused. When possible, the team member may try to provide a document summarizing their tasks and contributions for the upcoming meeting.

Unexcused Absences: Defined as an absence which does not have a valid reason as described above. Upon the first offence a team member exceeds the maximum allowed absences the team will engage in a verbal discussion outline potential solutions to the problem. In the event of a second offence the absent team member will be issued a written offence that will be documented on the team's google drive. Any more offences will result in the team seeking intervention from our mentor.

Absence Notification: If notification is given at least 36 hours before a known absence from a team meeting, the team will make a good effort to reschedule the meeting. If the meeting cannot be rescheduled, then the absence will still count as unexcused.

Conduct:

A. Personal vs Professional Disputes

a. Personal dispute in a meeting:

- i. The team lead will call an end to the meeting and the team will take a timeout period of at least two hours.
- ii. If when the team meets again, the situation has not been resolved, the team will document the instance and report to the team mentor.

b. Professional dispute in a meeting:

- i. A member not involved in the dispute will initiate a poll for a "coffee break," or the person will interrupt the meeting and bring attention to the issue. Voting for a "coffee break" is the codeword that the situation has become uncomfortable.
- ii. The entire team will take a 5 minute break from the meeting.

- iii. When the meeting resumes, the team lead will initiate a discussion into the issue.
- iv. If the issue cannot be resolved immediately, the team will follow the actions of a personal dispute in a meeting as described above.

B. Non-Participating Team Member:

- a. Definition: A member who is not attending meetings or not completing tasks without a valid reason as determined on a case by case basis.
 - b. Any concerned team member will contact the team lead about the issue and the team lead will be responsible for opening the discussion with the team.
- C. Any issue that escalates or fails to be resolved internally by the team will result in the team lead contacting the team mentor for intervention. In the case that the team lead is involved, the non-involved team members will contact the team mentor.

Tools And Document Standards:

Version Control: The team will use GitHub for version control.

Issue Tracking: The team will use the issue tracking in GitHub.

Internal Team Communication: Discord will be our primary means of communication. Email will be used for the more formal team and outside communications. Text messaging is reserved for emergencies or urgent situations.

Word Processing: Google's G-Suite will be used for all official documents to enable team collaboration.

Composition and Review: For larger documents the team will evenly distribute work among the team members. All sections will be delivered to the editor at least one day before the final document is due.

Team Self Review:

Weekly: Each week, each team member will be given time at the beginning of the weekly team meeting to talk about the tasks that they have completed and are currently working on.

Monthly: At the last meeting of each month the team will discuss the overall progress and accomplishments of the team as well as planning ahead, and produce a document within a week of that meeting. The monthly review will focus on the bigger team picture, discussing topics such as long-term goals as well as the overall progress that has been made during the month. The team will also assess any areas in which they are falling behind schedule should it become relevant.