

Team Standards Document

2/20/2025

Write Wise

Sponsor: Chris Ortiz

Mentor: Jeevana Swaroop Kalapala

Team Members: Larry Griffith, James Harris, Levi Ly, Dazzion Porter



Introduction

The purpose of this document serves to introduce team members and associated roles, explain the use of needed tools and resources, and establish communication strategies and expectations to be followed during the development of project Write Wise. The intended functionality of Write Wise is to simulate generative testing for SSDs to improve utilization and testing coverage. Write Wise is sponsored by Chris Ortiz (Senior Technologist) and John Lee (Senior Director) of Western Digital.

Team Members & Roles

- Larry Griffith - Team Leader, Customer Communicator, Coder
 - James Harris - Architect, Coder
 - Levi Ly - Release Manager, Lead Editor, Coder
 - Dazzion Porter - Recorder, Coder
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Team Meeting Expectations

- Weekly meetings in person, every Thursday at 5:30pm
- Meetings may be held online only under specific circumstances
- Each team member will report briefly on their activities throughout the past week
- Team decisions are resolved by a $\frac{3}{4}$ majority vote

- In the event of a tie, team leader gets the final vote
 - Team members should be ready to provide alternative solutions before stating their disagreement on an issue
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Tools & Document Standards

- Version Control - GitHub
 - Issue Tracking - GitHub
 - Word Processing - Google Workspace
 - Composition and Review - All tasks, assignments, and other deliverables will be completed one week in advance of their due dates. All individual work will be completed on everyone's own time. Team-oriented activities will be completed weekly during the set meeting time.
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Team Self Review

- If someone doesn't contribute, we'll deal with it , and if it persists, we'll talk to Professor Shaffer.
- We will have monthly self review meetings to have each team member review themselves, as well as other team members. They can provide constructive feedback on self and team performance.