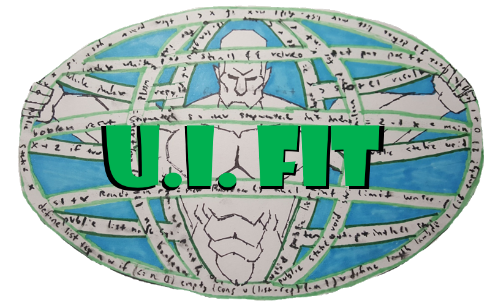
9/20/2017



Team Members:

Charles Chatwin

Matthew Burns

Tanner Brelje

Joshua Gutman

Sponsor: Dr. Abolfazl Razi Faculty Mentor: Dr. Abolfazl Razi

Standards Document

Team U.I. Fit

The purpose of this document is to specify the expectations, standards, and roles of Team U.I. Fit for the coming year.  Any missing rules, policies, or information can be added to this document with the approval of all team members.

# Team Members and Roles

|  |  |  |
| --- | --- | --- |
| **Team Member** | **Roles** | **Role Description** |
| Charles Chatwin | Team Leader, Customer Communicator, Recorder | Ensures work is progressing, runs meetings, takes notes at meetings, in charge of communication with the customer, and makes initial efforts to resolve conflicts. |
| Josh Gutman | Release Manager | 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. |
| Tanner Brelje | Note Taker, Calendar/Trello Coordinator | Tracks minutes at meetings, takes note of events that should be listed on the Calendar or Trello, adds events accordingly. |
| Matthew Burns | Architect,  Team Website Designer | Responsible for ensuring that core architectural decisions are followed during implementation. In charge of updating the team website as the project develops. |

# Team Meeting Expectations

## **Meeting Times**

* Team meetings are held once a week on Thursdays at 4:00 PM.  If CS476 meets on a Thursday, the meeting is to be held immediately after class ends.

## **Agenda Structure**

* Meetings begin with a brief summary of each team member’s progress since the last meeting.  They should also mention what still needs to be done to complete their task.
* The team architect should then briefly discuss the overall progress of the project.
* After that, upcoming assignments, due-dates, and meetings should be discussed.
* At the end of the meeting, any miscellaneous topics can be brought up.

## **Minutes**

* Topics discussed during meetings should be recorded.
* Important contributions should be added to the minutes
* Progress and expected progress should be added
* Unforeseen problems and unexpected avenues discussed should be added

## **Decision-Making Process**

* For major, high-level design decisions, the client should be consulted.
* In the event of a disagreement between team members for low-level or minor decisions, a vote should be taken.  A simple majority is needed to win the vote.  If the vote is deadlocked, team members may attempt to persuade one another to adopt their view.  Then, another vote should then be taken.  If the vote is still deadlocked, team members may choose to either continue debating, or if it is hopelessly deadlocked, flip a coin to determine the final choice of action.

## **Attendance**

* Attendance of weekly meetings, capstone-mentor meetings, and client meetings is mandatory.  If a group member knows in advance that they cannot make a meeting, they must notify the group within 24 hours of said meeting.  If a group member misses a meeting due to an emergency (family, medical, etc.), they must notify the group as soon as possible, and communicate to the group if they are unable to finish their current tasks or assignments.
* Arrive to weekly meetings on time.  If a group member is more than five minutes late to a group meeting, it may be recorded.  If a group member is consistently late to meetings, disciplinary action may be taken
* Group members should arrive a few minutes early to capstone-mentor meetings and client meetings.  Arriving late to these meetings is unacceptable.

## **Conduct**

* Avoid using cell phones, tablets, or laptops during meetings.  Exceptions can be made for looking up information pertinent to what a particular group member is talking about.
* Group members are expected to participate in discussions and votes.
* Don’t implement any major changes or features without discussing it with the group first.
* If a group member fails to comply with any of these standards, group members should first bring it up openly and politely with the offending group member.  If no change is seen in their behavior, disciplinary action may be taken.

# Tools and Document Standards (Need more info)

## **Version Control**

* GitHub will be used.
* The master branch should be hosted in the Release Manager’s GitHub.
* Any large design features that need to be implemented should be done in a separate branch.  Any changes that aren’t related to these features shouldn’t be done within that branch.
* Commits should be reserved for medium-to-large changes.  For example, do not commit if all you fixed was a typo in a comment.  Exceptions include program-breaking syntax or logic errors.
* Commit messages should adhere to the following rules (taken from https://chris.beams.io/posts/git-commit/):
  + Limit the subject line to 50 characters
  + Capitalize the subject line
  + Do not end the subject line with a period
  + Use imperative mood in the subject line (e.g. “Fix bug” rather than “Fixed bug”)
  + Separate subject from body with a blank line
  + Subject lines should not be longer than 72 chars
  + Use the body to explain *what* *and why* vs. *how*

## **Issue Tracking**

* Trello will be used to keep track of tasks and assignments.
* Assignment due-dates and meetings should be posted to the shared team Google Calendar.

## **Word Processing and Presentation**

* Google Docs should be used for shared team assignments.  If an assignment is too big or there are too many people working on a Google Doc at the same time, group members may use a word processor on their local machine.  Once completed, they should copy and paste their work into the Google Doc.
* If for some reason a group member needs to send their work via email or Slack upload, the file should be a Word document (.doc or .docx).  If Word isn’t used, make sure the integrity of the document is preserved when converting it to .doc/.docx.
* Microsoft PowerPoint should be used for presentations.  If team members have to make their own slides, they should be plain, vanilla slides unless the editor specifies a style or format.

## **Composition**

* The editor for an assignment should be selected at least one week prior to the assignment due date, preferably during a team meeting.
* The editor for the assignment is responsible for creating formatting templates for team members.  These templates should be completed as soon as possible in order to give team members ample time to complete their share of the work in the correct format.
* If the assignment cannot be clearly split up among team members, explicit workloads and expectations of each team member should be assigned at the same time as the editor.

## **Review**

* Team members should have final drafts of their parts of the assignment done and available for the editor to review at least 24 hours before the assignment is due.
* For larger assignments, the editor can require team members have a rough draft of their material available more than 24 hours before the assignment is due as long as the team has been notified well in advance.

# Team Self-Review

* During the last team meeting of each month, a team self-review should take place. This should be a discussion consisting of:
  + The quality of completed assignments
  + Major design decisions and implementations
  + The direction of the overall project
* The main focus should be on recognizing shortcomings, understanding them, and deciding how to improve and prevent them in the future.