

Team Standards

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**Sponsor:**

Dr. Benjamin L. Ruddell

**Team Mentor:**

Dr. Eck Doerry

**Team Members:**

Luis Arroyo

Logan Brewer

Ryan Ladwig

Kelli Ruddy

**Overview**

The purpose of the team standards document is to explicitly outline the specific roles of each team member, establish protocols for conduct and communication, and agree on tools to be used. This document will also establish a common understanding of expectations, and facilitate efficient and effective collaboration. Through this document, we hope to increase cooperation, efficiency, and communication among team members.

**Team Members and Roles**

**Team Leader**: Kelli Ruddy

The responsibilities of the role include scheduling meeting times and locations, making sure the team remains efficient in all aspects of the project, and delegating specific tasks to each team member.

**Customer Communicator**: Kelli Ruddy

This team member will be the liaison between the team and the client especially when it comes to emails.

**Recorder:** Logan Brewer

The recorder will be responsible for documenting when meetings start and end, as well as keeping track of events that occur in the meetings such as things to do after the meeting is over and any major decisions that are decided during the meeting.

**Architect:** Luis Arroyo

This team member will manage design decisions that involve user interfaces, UML diagrams, ERD Diagrams, and the format of the documents.

**Release Manager:** Ryan Ladwig

The release manager be in charge of coordinating project versioning and branching, reviews, cleaning up commit logs for accuracy, readability, and understandability, and ensuring that any build tools can quickly generate a working release. The release manager will also communicate with other team members for clarifying any documentation, comments, or code should the need arise.

**Website Manager:** Luis Arroyo

This team member is in charge of coordinating the team members in developing, managing, and maintaining the team website and other websites that are capstone-based.

**Coder:** Luis Arroyo

This team member is in charge of the keeping team members focused on producing code. Each member is assigned a task they need to code and they update the other members of their code progression.

**Lead Editor:** Ryan Ladwig

The lead editor will ensure that all documents are well-written and that team members have thoroughly completed their assigned parts of the document. The lead editor will also be responsible for coordinating the deadlines for rough and final draft submissions from members of the group.

**Team Meeting Expectations**

**Meeting Times:**

Fridays at 11:30 AM in the SICCS Building.

If an impromptu meeting needs to be called a meeting time shall be discussed amongst team members. A team member may miss an unscheduled meeting if there is an emergency or they have pre-existing conflicts but they will be responsible for alerting the team lead should they be unable to attend an unscheduled meeting. Should a member miss an impromptu meeting, they will be required to read meeting minutes and plan accordingly for the next meeting.

**Agenda Structure:**

Meetings will begin with a 2-minute overview from each team member of what they have done in the week since the last meeting. We will go over each topic if more discussion is needed. At the end of each meeting, a set of tasks will be delegated out by the team lead and each team member is expected to have finished their tasks by the next group meeting.

**Minutes:**

Minutes for each meeting shall be documented by the recorder. This will include the start and end times for meetings, as well as any relevant information discussed in the meeting. “Homework”, or tasks that need to be completed, will also be listed in the minutes in order to keep track of what people need to work on.

**Decision Making:**

If there is a disagreement on a design choice, the respective team members will present the options to the whole team which will be followed by a discussion about which option is best and why. If this does not result in a consensus, then a vote will occur where majority will decide the outcome.

**Attendance:**

Every member must show up on time. If a member does not show up to two announced meetings, they get a warning. However, if they continue to not show to the meetings, we will report it to the project mentor. There will be times where we might need to meet more than once per week, but these meetings will be announced through Slack. Members need to give a 48-hour notice through Slack when a member will be absent to a meeting, unless it is an emergency.

**Conduct:**

Every team member is expected to be respectful of the opinions and ideas of others. If someone has a comment they will not interrupt or say it in a disrespectful manner.

If a team member is not participating or contributing as much as they should be, then the proper protocol shall be followed. Everyone is expected to finish tasks by specific dates decided upon by the team.

Meetings shall be efficient with joking and extraneous conversations kept to a minimum.

If any of these situations occur, they will be given a polite heads-up, followed by a formal team discussion and if these actions continue, then a team discussion with the CS Capstone organizer will need to be scheduled.

**Tools and Document Standards**

**Version Control:**

For our codebase we are going to use GitHub to maintain, manage, and share our code. Each member will create their own branch and the work will be split into parts. The only time when we are allowed to push code into the master branch is when we see progress in something that is working, and if everyone approves to move it to the master. When something is being changed in the repositories (forking, merging, branching, pull requests, and commits), they need to be notified to the other team members through Slack.

**Issue Tracking:**

We will be using Trello for our issue tracking. We will have a general issue section where all of the problems will go, and from there they will be distributed among the team members as decided in team meetings or through Slack.

**Word Processing and Presentation:**

The team will be using Google Docs and, when necessary, Microsoft Word for document deliverables. When the team is required to give a presentation, we will be using Google Slides in order to plan and design out presentation. If Google Docs seems too limited for a particular presentation, the team will instead utilize Microsoft PowerPoint. Should the team need to do any graphical design, Microsoft Paint will be utilized to some extent. Any additional tools to be used for word processing, presentations and graphical design will need to be discussed with the group in advance.

**Slack:**

We will be using Slack as our main means of communication. Our standard for this is to respond to a message within 12 hours to make sure we are all keeping up to date on what needs to be done.

**Composition and Review:**

The lead editor will review each document to ensure that it is complete and free of errors, grammatical and otherwise, before submission to the proper individual(s). Final drafts of individual team member submissions will be due to the lead editor by 4 pm the day before the official due date of the deliverable. During the meeting before the deliverable due date, the team will discuss if it is necessary to also enforce a rough draft submission that would be due 48 hours before the deliverable due date. Any adjustments to the deadline standard will need to be agreed upon as a group.

**Team Self Review**

Once per month, or more frequently if deemed necessary by the team leader, each member of the team will be required to due a self evaluation on their recent performance. Members will be expected to come prepared with a written evaluation of the tasks that they have, or have not, completed. The evaluation must entail their strengths and weaknesses and what they plan on keeping the same and how they plan to improve. Members will use these written documents as the basis for a group discussion about their performance, but they will not be actually submitting the self evaluation that they prepared beforehand. Feedback from other members of the group is expected to be productive and all criticism must be constructive. These evaluations must be held in a professional manner and members may not use this time to insult or demean any other member of the group.

Members will be expected to learn from these self review sessions and the team leader will need to approach team members should they notice that they are not improving in an area that was discussed during the team self review.