SciKids

Guidelines for Team Standards
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SciKids
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Overview

This document will lay out the standards for the team. It covers code of conduct for meetings, team roles, and the tools that the team with frequently be using. Changes can be made to this document in the future.

Team Members and Roles

Team Lead - Gwen Morris

- Organize and lead team meetings
  - Make reservation if necessary
- Make sure everyone on the team is up to date on important information.
  - Send information via group chat/messenger
- Represent the team when communicating to outside individuals or groups

Recorder - Claudia

- Take minutes during the meeting
- Finalize the minutes and make them available to the team.

Researcher - Sam

- Find new ideas for rest of team to look into
- Assign research topics for other team individuals

Editor - Gwen

- Reviews any written documentation team needs to submit
- Gives feedback on major changes
- Provides final draft for approval of team

Code Reviewer - Claudia

- Reviews commits of code
- Makes sure new code merges with old code
- Provides feedback to individuals.

Programmers - Claudia, Gwen, Sam

- Assigned programming roles will be determined once more information of the project is gathered.

Team Meeting Expectations

The current meeting time is 10:30 am on Mondays in the SICCS building. If an impromptu meeting needs to be called, a group text will go out announcing the need for a meeting. If there is a conflict in finding a time over text then the team lead will create a whenisgood.net pool to quickly find a time everyone can meet.

Agenda

The agenda schedule will start with individuals vocally reporting on what they got done in the last week. Try to keep this short, five minutes or less. Then we will move on to the topic of what still needs to be done. Here we can discuss if everything is on schedule or if we need to speed up work. The team will be able to discuss if they have run into any problems they can't solve and get ideas or make plans to recieve help from the other team members. Then, if needed, new tasks are assigned to team members. Task assignments can start as a volunteer base, after that they will be assigned considering experience and how much an individual already has to do. To end the meeting people are able to bring up other issues like minor issues with team members, changes to standards document, or anything else someone feels the group should know about. Changes to standards document will go through with a vote with a change happening if at least 2/3 of the group.

Minutes

The taking of minutes is a duty that is performed by the recorder. Minutes should include what was talked about it the weekly meetings. There should be documentation of what is done and what needs to be completed. It should reference who is doing what task clearly and the expectations for the task. Any proposals for changes or references to upcoming events also need to be taken note of. The reporter must finalize the minutes and upload them to the google drive so the entire team has access to them.

Attendance

Attendance is expected of every team member to all scheduled and impromptu meetings unless there is a legit excuse. A legit excuse includes being sick, family emergencies, or institutional excuses. If an individual is going to be missing, they must alert the team in the group chat at least twenty four hours before the meeting is scheduled to take place. The information must include the meeting the individual will miss and why. For those who miss a meeting, it is their responsibility to catch up on what was talked about in the meeting and any new tasks they were assigned.

In the case of a no call no show (NCNS) the first thing that must be determined is if this is a one time thing or a consistent problem. After 3 NCNS the individual must talk with either the team or the team mentor about the absences and present a plan to attend future meetings. Further disciplinary action will be taken if there is no change in behavior based on Dr. Doerry's policy for non participating members.

Conduct

As with attendance, it's important to find out if it is a one time thing or going to be a consistent problem. One time issues can be dealt with by talking informing the individual they didn't live up to expectation and politely informing them of their tasks they need to do. An individual who doesn't pull their share three times will be considered non contributing. A share will not be considered incomplete if a couple items are missing as that will be compensated in formal team reviews in class for Dr. Doerry. For consist non participation we will be following Dr. Doerry's formal policy for non contributing members. This policy can be found on the CS476 website. Link: https://www.cefns.nau.edu/~edo/Classes/CS_Capstone/Docs/Disciplinary_process.html

Tools and Documentation Standards

Version Control

To keep everyone up to date on the code we will be using Github. All commits must be reviewed by the code reviewer before anything is merged to the master branch on the remote repository. All commits must include a short message indicating what was changed in the code. If there are any bugs in the code, they should also be mentioned in the message. It is suggested that branches are used on local repositories to ensure there is still an original copy before any individual changes.

Issue Tracking

In the google drive we will have a document or sheets file titled Tasks that will break up what has been done, what needs to be done, and future tasks. This document will also have who is assigned to the task. A document containing current issues with code will also be available on the google drive for everyone to look at. This is intended to be a temporary idea until the group settles on official software to help with this task.

Word Processing and Presentation

As much as possible the team will use Google Drive to share items with each other.
Documents - Google Docs.
Presentations - Google Slides
Graphical Design - Paint (upload final to drive)
Charts - Google Sheets

Composition and Review

Throughout the year large tasks will be broken up among the team. To ensure there is enough time for the assigned reviewers for the code (code reviewer) and document (editor) to make changes, all submissions should be up for the reviewer at least 72

hours before the final due date. When an individual does upload an item that they want reviewed by the assigned reviewer a text should be sent to that person to let them know. The editor should have the final document all reviewed and uploaded to the drive to give the team a chance to see the final product.

Team Self Review

Small team problems should be handled with as soon as possible to avoid larger problems arising. At the end of each meeting, individuals can bring attention to problems that are affecting productivity if they feel comfortable. This will allow the group to address the problem right away. Problems can also be submitted anonymously to the mentor or team group through a written response or in private. On the first meeting of every month, there will be a team review slip to fill out and provide feedback on the project and how the team is running.