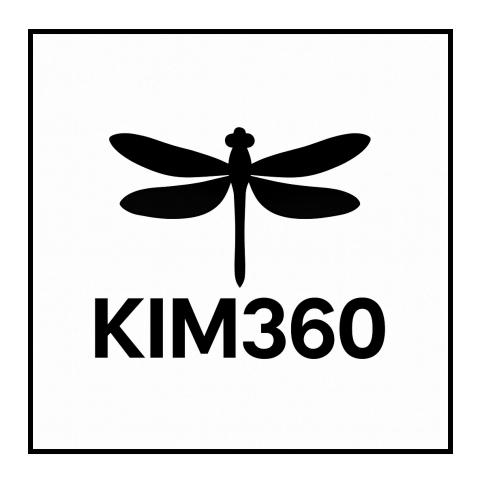# KIMinder360 Team Standards

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KIMinder360 Team
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Intro

The purpose of this document is to outline a collection of expectations and guidelines for team conduct that will allow for our team to work together effectively. In this document we will establish team member roles, expectations for team meetings, the tools we plan to use for development, and an outline for our team self reviews. By including this information here and having it decided before actual development begins, we can seamlessly begin work without having any early confusion about how our team will operate.

Team members and roles

Team Member: Dylan Hyer
Role: Team Leader/Customer Communicator
Responsibilities: Guides the team's overall progress and serves as the primary point of contact for the client. Dylan coordinates task assignments, leads meetings, and makes first efforts to resolve any team conflicts.

Team Member: Nyle Huntley
Role: Release Manager
Responsibilities: Oversees version control and project releases, ensuring clean commit history, organized branching, and that build tools reliably produce a working release.

Team Member: Cole Bishop
Role: Recorder/Lead Editor
Responsibilities: Takes detailed notes during meetings and shares concise weekly summaries with the team on Discord for easy reference and tracking. Reviews each member's section of an assignment and provides feedback, as well as prepares the assignment for final submission.

Team Member: Mayanna John
Role: Architect
Responsibilities: Defines and upholds the project's technical architecture, ensuring key design decisions are documented and consistently followed throughout development.

Team Meeting Expectations

Meeting Times
- Team Mentor Meeting
    - Where: 3rd Floor SICCS Building, Cubicle 301F3
    - When: Every Tuesday from 2 to 3pm
- Independent Team Meeting
    - Where: Zoom or Cline Library
    - When: As Needed
- Team Client Meeting
    - Where: Zoom
    - When: As Needed

Impromptu Meeting Method: Discord Call

Meeting Agenda Structure
1. Begin meeting with each team member sharing a short status report about the things they have completed and still have yet to complete from the last meeting.
2. Discuss assignments that have been completed or are soon to be submitted.
3. Review upcoming assignments and tasks, delegate out tasks to various team members using the task tracker.
4. Close with any personal questions, concerns, or suggestions for the team.

Minutes
Meeting minutes will be recorded by Cole Bishop who will make a text document for each meeting and fill it with quick notes about completed assignments, assignments to be started, and things mentioned by team members. After the meeting, this text document will be shared over discord for all team members to have access to.

Decision-Making Process
Decisions will be made through group discussion where all positions on the matter are heard out before group consensus is reached. Team majority (3/4) will always rule but in the event of a tie (2 - 2) there are 2 methods of resolution. If the disagreement is related to a product feature implementation or the execution of the product concept then the client will be consulted, the clients preference will be followed. In the event that the decision is not applicable to the client then the team leader will act as a tie breaker. Whichever way the team leader votes will be followed.

Attendance

Team members are generally allowed to miss 2 meetings in a row or 5 meetings over the course of a semester without serious repercussions.

Late Policy
- 0 to 10 minutes late - This will never be punished
- 1 Instance of 10+ minutes late with notice - No Punishment
- Repeated Instances of 10+ minutes late - Warning

Attendance Policy
- 1 Missed Meeting With Prior Notice - No Punishment
- 1 Missed Meeting Without Notice - Warning
- 3 or More Missed Meetings in a row (With or Without Notice) - Report to team mentor and/or client
- Repeated instances of missed meetings (5+) - Report to team mentor and/or client

All attendance policy infractions are subject to extenuating circumstances. If the team discusses your absences and decides that it was out of your control or that your contributions to team assignments make up for it then infractions will be forgiven.

Conduct

Meeting Expectations

- Be on time
- Respect everyone's input
- Decisions should be made through team consensus
- Stay focused and take initiative

Communication Standards
- Keep a friendly and respectful demeanor at all times, we all want what's best.
- Disagreements should always focus on ideas not individuals
- Use clear and direct communication, say what you mean so that your points get across.

Handling Conflicts
1. Localized Handling - The affected team member(s) will have a conversation or send a private message to raise awareness and give the person a chance to correct the issue.

2. Team Discussion - If the issue persists, it will be brought up in the next scheduled team meeting for open discussion. The focus will be on problem-solving, not blaming, and we will seek a team consensus on next steps.

3. <u>Record Resolution</u> - For future accountability, the meeting note taker will document what was discussed and the agreed upon solution in the meeting notes for that week.

4. <u>Escalation Path</u> - If no resolution is reached after internal discussion, the issue will be brought to the Team Mentor then the Capstone Organizer for mediation and guidance.

5. <u>Consecutive Outvoting</u> - The person being outvoted 3 or more times in a row will reach out to the mentor who will handle a mediation between them and the rest of the team.

Specific Situations

1. <u>Divided Teams</u> - Attempt consensus first then if the team is still divided, majority vote decides with tiebreaker abilities going to the team leader, with dissenting opinions documented for transparency.

2. <u>Non-Participating Members</u> - After a polite reminder, a meeting will be held to discuss expectations. Continued lack of participation will be escalated to the instructor.

3. <u>Unapproved Design Changes</u> - The team member will be asked to explain the rationale for the change. If their explanation is deemed unjustified then the team will revert the change. Repeated occurrences will follow the escalation process.

Goal

By following these conduct rules we hope to foster a collaborative, respectful, and productive environment that values each member's contributions and resolves conflict in a healthy way.

Tools and Document Standards

<u>Version Control</u>
- **Method:** GitHub
- **Commits:** The Main Branch must never be directly committed to, there must always be a pull request made that at least 1 team member has approved before merging into main
- **Branching:** Each team member may make their own development branch to work on features without modifying main but you must always update your branch from main to prevent from working on an out of date version of the codebase when implementing features. Branches may be created for individual features to allow for focused development of specific additions.
- **Issue tracking:** Plentiful and well documented, meaning that issues should often be created with in depth description to keep a useful record and task list for team members looking to fix issues. When a commit is made that fixes an issue that issue must be listed and linked in the description, the same applies for pull requests/ merges that fix issues.

Issue Tracking

As a method of tracking tasks related to the project and assigning them to team members we will use a Task Tracker google sheet. This will contain fields to describe a task, assign it to a team member, and monitor its progress. Any time a new task is identified by the team it will be added to the team task tracker so that this google sheet becomes a comprehensive list of all tasks our team is working on.

Word Processing and Presentation

When building group presentations and documents we will be using the google office suite (Google Docs, Slides, Sheets…) thanks to its ease of use when collaborating on projects.

Composition and Review

For larger document deliverables the team will hand out sections to individual members. One team member will be designated the lead editor and will review each member's section to ensure it meets the assignment requirements and provide notes if not. Each member should submit their section at least 2 days before the assignment is due to ensure that the Lead Editor has enough time to perform at least one review cycle of all the sections. While multiple reviews can happen and members can let the editor know their sections are done well before the 2 day mark, this guideline will allow us to have at least one review and feedback cycle for each assignment. After the lead editor provides feedback to each team member on their section, said team member will implement those changes and let the editor know once they are complete. When it is time to submit the assignment, the lead editor is responsible for looking over the assignment and ensuring that it is ready to be submitted. The editor may also make formatting changes to the final content to give it a uniform style and flow.

Team Self Review

Frequency

Our team will hold a group self review session once a month or every 4 meetings. This ensures that we are making time for regular reflection and improvement without cutting into team productivity by holding them too often.

Format

Self reviews will have a general structure but be open to a conversational flow so that key points are touched upon but the team is able to discuss what is being said and hopefully offer constructive feedback. The process will follow these steps:

1. **Preparation:** Each team member will spend 5–10 minutes before the meeting preparing a short self-assessment with three key points:

- My Strengths and Successes
- My Weaknesses and areas to improve on (challenges, missed opportunities, or growth areas)
- How I plan to improve going forward (steps to become better in the next month)

2. **Presentation & Discussion:**
   - During the meeting, each member will share their self-assessment with the group.
   - After each person shares, the rest of the team will provide feedback, agreement, and suggestions in a respectful, constructive way.

3. **Follow-Up:**

   - The team leader will document key takeaways (strengths and action items) in a shared document.
   - At the next month's review, members can reflect on whether they made progress on their improvement plan.

Expectations and Tone

- The goal is to improve team performance and communication, not to criticize.
- Feedback should be specific, respectful, and actionable.
- Team members are expected to be open to feedback and willing to adjust as needed.