

# **Team Standards**

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HapTech

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Project Mentor: Jeevana Swaroop Kalapala

Team Members: Landon Coonrod, Matthew Gardner, Peter Hilbert,  
Karissa Smallwood



## Introduction:

The purpose of this document is to come to an agreement on how the team will function. Defining team standards ensures that all members have a common understanding of expectations, roles, and responsibilities. These clear guidelines will promote efficient collaboration and effective teamwork by minimizing miscommunication and working toward common goals.

## Team Members and Roles:

- **Landon Coonrod: Team Leader, Customer Communicator, & Coder**  
Oversees the project's overall direction and progress, ensuring everyone collaborates to meet objectives. Also serves as the primary contact with the customer, clarifying requirements and keeping the client updated.
- **Matthew Garder: Release Manager, & Coder**  
Oversees software releases, making sure each contribution meets our standards. Also contributes to coding tasks and maintains the code repository.
- **Peter Hilber: Recorder, Task Manager, & Coder**  
Takes detailed notes during meetings, documenting decisions and actions. Additionally, organizes tasks, tracks deadlines, and assists with coding responsibilities.
- **Karissa Smallwood: Architect, Lead Editor, & Coder**  
Designs the system's structure, ensuring solutions are scalable and maintainable. Also reviews and deliverables, guaranteeing consistency with our standards, while supporting coding efforts.

## Team Meeting Expectations:

- **Meeting Times:** In person meetings with Mentor will occur on Thursday at 4pm. The team itself will meet at 4:30pm after the Mentor meeting. Impromptu meetings will occur over Discord if needed.
- **Agenda Structure:** The Recorder prepares an agenda for each meeting using Google Docs, shared on our Google Drive. The meeting begins with each member providing a brief progress update, followed by a self-review if a deliverable was due. Any issues with existing work are addressed before discussing upcoming deliverables and assigning specific tasks.
- **Minutes:** The Recorder will document minutes via Google Docs during each meeting and upload it to our Google Drive afterwards.

- **Decision-Making Process:** In the case of a disagreement, the team will discuss each perspective, and aim for a  $\frac{3}{4}$  majority vote. In a 50/50 scenario we will debate, re-evaluate, and compromise.
- **Attendance:** If a team member knows they will miss a meeting, they will provide a heads up beforehand and we will try to reschedule. If a member misses a meeting they must make sure to read the minutes, agenda, and look at their assigned work. Worst case scenario we will meet on Discord.
- **Conduct:** For non-performing or disruptive members, we will first give a polite warning/heads up. If problems persist, we will meet with our Mentor and then worst case scenario, the capstone organizer. Communicate changes to the team and engage respectfully in meetings.

## Tools and Document Standards:

- **Version Control:** All code will be managed using GitHub. The main branch should always contain well-structured and properly maintained code, ensuring readability, stability, and reliability. Developers should create feature branches for any new feature they are working on, whether for implementation or modification. Self-merging is not permitted—all pull requests must be reviewed and approved by the code reviewer or another appointed team member before being merged into the main branch.
- **Coding Standard:** Specific coding standards will be defined as we gain a clearer understanding of the project's requirements. However, all code should follow general best practices for readability, maintainability, and efficiency. This includes consistent formatting, meaningful variable and function names, and proper use of comments where necessary. Commit messages should always be clear and descriptive, following a structured format of What you are doing, How you are doing it, and Why you are doing it. This ensures that the commit history remains well-organized and easy to understand for other team members and reviewers. Additionally, commits should be atomic, meaning each commit should represent a single, focused change rather than a bulk update containing multiple unrelated modifications. This improves traceability, simplifies debugging, and makes code reviews more efficient.
- **Task and Issue Management:** Code-related tasks will be documented and tracked using GitHub Issues, providing clear accountability and visibility in the development process. Non-code deliverables, such as documentation and project management tasks, will be tracked using Trello, ensuring that assignments are well-organized.
- **Word Processing and Presentation Tools:** All collaborative documents and presentations will be created and maintained using Google Drive products. This includes Google Docs for written content, Google Sheets for data and planning, and Google Slides for presentations. Documents will be stored in a shared Google Drive folder, ensuring that all team members have easy and effective access to the latest versions.

- **Document Composition and Review Process:** For larger written documents, each team member is expected to complete their individual contributions at least 24 hours before the final deadline. This allows the lead editor to review, refine, and integrate everyone's work into a cohesive final document before submission.

## Team Self Review:

Self reviews are essential to maintaining accountability and open communication within the team. The team will conduct verbal self reviews in meetings that take place the week after major deliverable due dates. Specifically, this will be the team standards and inventory, tech feasibility, and design review. We may also elect to conduct self review at any other meeting if deemed necessary. Each team member should outline what they think they have been doing well individually, as well as what has been working well for the team overall. They should also bring up any individual challenges they have been facing or concerns about the team dynamic. The team should have a brief discussion about what each team member has to say, both recognizing the accomplishments of team members and providing constructive feedback for the future.