



Team Standards

Date: September 14th, 2020

Team Name: PiWatcher

Project Sponsor: Duane Booher, NAU ITS

Team's Faculty Mentor: Volodymyr Saruta

Team Members: Seth Burchfield, Champ Foronda, Joshua Holguin, Brigham Ray

1.0.0 OVERVIEW

The purpose of this team standards document is to outline the roles, responsibilities, expectations, and standards that each team member must uphold to. The following sections describe team members and their roles, team meeting expectations, tools and document standards, and a team self evaluation and improvement plan.

1.1.0 TEAM MEMBERS AND ROLES

This section describes the roles and responsibilities that are identified by our team members along with the roles that each member will have.

1.1.1 Roles and Responsibilities

Team Leader

The team member that coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts.

Customer Communicator

The team member that coordinates and conducts customer communications.

Recorder

This team member maintains detailed meeting minutes.

Release Manager

This team member 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.

Developer

This team member is responsible for designing the architecture and developing quality code as well as maintaining and testing to ensure full code coverage.

Editor

This team member is responsible for ensuring that every document is following document standards. This includes, but is not limited to, checking formatting, grammar and spelling errors, consistent sentence flow structure, etc.

1.1.2 Members and Responsibilities

Champ Foronda

Team Lead, Customer Communicator, Developer

Seth Burchfield

Developer, Editor, Release Manager

Joshua Holguin

Developer, Editor, Release Manager

Brigham Ray

Customer Communicator, Developer, Recorder

1.2.0 TEAM MEETING EXPECTATIONS

This section describes the expectations that each team member must follow. This includes meeting times, agenda structure, meeting minutes, decision-making processes, attendance, and conduct.

1.2.1 Meeting Times

Our team will have weekly team meetings on Tuesday and Thursday from 3:30pm to 4:30pm . Until further notice, our team will keep our meetings virtual though Discord. Cancellation of team meetings is permitted as long as the team agrees that a meeting does not need to be held. Impromptu team meetings may be called by anyone on the team and must be given at least a one day notice. Members will not be penalized in any way if the meeting cannot be attended due to the nature of having the meeting called.

Our team will have weekly mentor meetings that will occur every Friday from 12:45pm - 1:45pm. Until further notice, our team will keep our meetings virtual through Discord.

1.2.2 Agenda Structure

The following is the agenda structure for team meetings:

- A 5-minute breakdown of things that each team member is working on, will be working on, and any roadblocks that they currently have.
- A 15-20 minute grooming session, where we establish tasks for the week, to do lists for each task, acceptance criteria for each task, and a deadline for each task. At the end of the grooming session, each team member will be assigned tasks such that the contribution efforts will be roughly 25% for each team member.
- The rest of the meeting is flexible. This is where our team will start/complete tasks, address any sidebars that were brought up, and propose important topics of discussion.

1.2.3 Meeting Minutes

The Recorder will keep track of the meeting minutes. The structure of the meeting minutes will be broken up by the agenda structure and will keep track of main topics brought up in the meeting. Under the main topics will be a short summary on what was discussed. Meeting minutes will be kept in Google Drive for reference.

1.2.4 Decision-Making Process

Team members will have the freedom to express their ideas and concepts with respect from other team members. When there are disagreements, disagreeing members are encouraged to explain their reasoning followed by a vote by team members. A final decision will be made based on a majority vote. If there is a tie in the final decision, a further discussion will happen to determine what is the best course of action.

1.2.5 Meeting Attendance

Missing Meetings:

- One missed meeting: Conversation with the team
- Continual missed meetings: -5 points to team evaluation
- Fourth missed meeting: Team discussion with mentor/capstone organizer.

Late To Meetings:

- More than three 10-20 minutes late to meeting is equivalent to one meeting absence.
- Missing at least half of the meeting results in one meeting absence.

Excused Meeting Responsibilities:

- Send a five-minute breakdown done at the beginning of the meeting in the Discord server.

Notices For Missing a Meeting

- At least a six hour notice before the scheduled meeting

1.2.6 Conduct

This lists the rules that govern our team meetings, such as how meetings will be organized and how our team will prevent nonconstructive interactions.

Changes without team consent:

- First offense: Initial polite-heads up discussion from team lead.
- Second offense: An internal team discussion with the team member
- Third offense: A formal team discussion with the team mentor and capstone organizer

Interpersonal Disputes:

- Interpersonal disputes will be handled immediately and discussed with the team as soon as possible.
- In extreme cases, the team will have a formal team discussion with the team mentor and capstone organizer.

Nonparticipating Member:

- First offense: Initial polite-heads up and discussion from team lead.
- Second offense: An internal team discussion with the team member
- Third offense: A formal team discussion with the team mentor and capstone organizer

1.3.0 TOOLS AND DOCUMENT STANDARDS

This section outlines the tools that our team will use and expectations for how they will be used. This includes version control software, issue tracking software, word processing and presentation, composition and reviews.

1.3.1 Version Control

Git and GitHub will be our main software for version control. Each repository will have a developer branch where each task will spawn a new branch off the developer branch. Once tasks are completed and pull requests are approved, the branch is merged into

the developer branch and the task branch is deleted. Commit messages must be professional, clear, and concise.

1.3.2 Issue Tracking

All tasks will be tracked through a kanban board on our GitHub organization.

1.3.3 Word Processing and Presentation

All documentation and presentation aspects will be done using Google Docs and Google Slides. Any video editing will be done by the Recorder. Any needed audio and video recordings will be sent to the Recorder at the latest two days before the due date at 5:00pm.

1.3.4 Composition and Review.

Final rough draft for any deliverable must be completed two days before the team assigned deadline. Afterwards, editors will finalize the deliverable for submission.

1.4.0 TEAM SELF REVIEW

The team will conduct self reviews for the first meeting of every month. The efficiency and success of the group will be assessed and decisions will be made based on what to start doing, keep doing, and stop doing as a whole. Weekly meetings will review the completion and incompletion of tasks from the prior week to measure team progress and diagnose any problems that may have arisen.