

Team Project Meta-Management Standards Guide

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Team Project Meta-Management
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Abstract

The purpose of this document is to give Team Project Meta-Management a single clear and concise document to reference when building any project related material. The standards covered include documentation, meetings, laravel, programming, commenting, testing, and finally presentation.

1 Documentation

Documentation standards apply when presenting any final drafts to the customer.

- Final drafts of all documents are to be exported as a .pdf from LaTeX.
- Rough copies of documents can be kept in any format. The format should ensure a simple and easy port to LaTeX.
- All documents are to use the article document class from LaTeX.
- This class will format font size, spacing, and other elements as necessary.
- The font to be used is "Garamond".
- Documents names should never contain any spaces.
- Any chart based documentation will be in .pdf format and exported from Microsoft's Visio.
- Final drafts of documents must be signed by at least four team members.

2 Meetings

To keep our meetings on track and productive the following standards have been introduced.

- Group meetings will always have a dedicated note taker to keep track of meeting minutes. This person will generally be the Technical Librarian unless otherwise stated.
- Meeting minutes will be uploaded to the GitHub repository under the meetings folder. They are to take the form of "DD-MM-YYYY.ext".
- Standard meetings will always take place from 3:30pm to 5:00pm on Wednesdays in room D205.
- Any other extra meeting time will always be scheduled with at least 24-hours notice for team members to properly plan.
- If a team member must miss a meeting they must alert the team leader at least twelve hours before so arrangements can be made.
- Smaller meetings which do not include the entire team must also have their meeting minutes kept and uploaded to the repository.
- Meetings should always include a positive attitude where respect between team members is kept at all times.

3 Laravel

Since the application we are building is a service built using Laravel we should adhere to its standards. These standards are very strictly defined and well kept throughout the entire framework. Below is a guide to Laravel's standards.

- preston
- pls
- halp

4 Programming

Actual programming standards are quite important. The list below states things that every programmer on the team must follow to have their code accepted into production builds.

- Tab characters are to be exactly four spaces.
- All functions, classes, and variables should follow the typical camel case convention.
- Comments are to adhere to the "Commenting" section.
- Take advantage of abstraction and make code as modular as possible.
- Laravel has many ways of accomplishing the same task. Always take the most efficient as possible.

- Redundant statements should be removed.
- All code that is produced by team members will be constantly under review to ensure that they meet the proper standards.

5 Commenting

Commenting is to be kept up to date throughout the project as is common in Laravel. Not included below is a template comment for functions and classes. These will instead be located on the repository for ease of use. The following will be the typical practices.

- Comment variables only when their name is not sufficient to explain their use.
- Use the function comment template when creating functions.
- Use the class commenting template whenever a new class is made.
- At the start of files where coding is done, a header identifying programmer names and the date is required.
- Attempt to follow Laravel convention wherever possible.
- Upon presenting this document to the customer, templates are to be attached as an appendix of sorts.

6 Testing

Testing standards will be a stringent set of requirements since we are building a large scalable application. This section of the guide is to not only be followed by the testers, but also by programmers. Template testing documents can be found on the GitHub repository.

6.1 Local Testing

Local testing is to be done as follows.

- Programmers will first test their own code in the fashion of a unit test.
- Testing is then to be done on this code by an outside tester or the test leader. The purpose of this is to avoid any biased coding.
- Second stage tests are to be uploaded to the GitHub repository and named after the test is completed. These tests will be signed off on by the testing leader.

6.2 Production Testing

The following is a step by step process of how testing will be accomplished on development builds.

- One of the team leaders will call for a freeze of pushing to development branches.

- Coders can continue to work, but not push to their final branches.
- The team leader who called for the freeze will then begin merging from the development branches into the master branch.
- This will be viewable by all team members through GitHub's pull request interfaces.
- A build will then be completed and deployed to a live server for testing.
- This testing takes exactly the same form as previously described. All issues with this build will be tracked using GitHub's issue tracker and fixed in a small sprint.
- Upon reaching a bug free development build, all pushing freezes will be lifted.

7 Presentations

Presentations are the most important portion of our interaction with the customer. As such, we will be presenting standards for these as well.

- Presentations are to be built using "reveal.js". Note that an introduction seminar to the framework will be given.
- All group members must be present and in business casual attire.
- In formal presentations all group members must introduce themselves and their roles.
- Presentations should always be of an appropriate length and speak to the customers concerns or interests regarding our product.
- Always leave room for questions.
- Never should a team member read from slides. Summarize as much as possible.

8 Agreements

This document is to be signed by all team members to show their agreement to the standards. Should any modifications be required a new draft of this document can be made.

The customer is to also sign as to approve of our standardized methods.

This document after being signed will be made available on the repository.

Preston Engstrom	Date
Tyler Kennedy Collins	Date
Jaclyn Binch	Date
Andrew Rooney	Date
Alex Lawrence	Date
Yucen Jin	Date
Jeff Yang	Date
Customer	Date