Team Standards

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Team Members:

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Overview: The purpose of this document is to outline shared agreements and expectations of the MGS team. Team standards such as members and their roles, meeting expectations, tools and document standards, peer evaluations will be examined.

The Intro

- This document will serve as our Team Standards, providing a clear framework for our team efforts throughout our senior capstone project. In these pages, you will find guidelines and expectations that tell about our roles, meetings, communication tools, and conduct. We plan on using it to create a common understanding of our team's operations and principles, allowing for better teamwork while working toward our shared goal and of course our slogan "Leveling Up Healthcare through Gaming."

Team Members and Roles

Team Leader*: Ethan Ikhifa*

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

Recorder*: Veronica Cardenas*

- Responsibilities: This team member maintains detailed meeting minutes.

Architect*: Lenin Valdivia*

- Responsibilities: This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.

Release Manager*: All Team Members (Ethan Ikhifa, Veronica Cardenas, Lenin Valdivia, Rain Bigsby)*

- Responsibilities: 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.

Customer Communicator*: Rain Bigsby*

- Responsibilities: The team member that coordinates and conducts customer communications.

Team Meeting Expectations

Meeting Times: A set time for meetings that every team member commits to. A standard weekly meeting time is suggested, plus a mechanism for calling impromptu meetings on demand. This standard meeting time will be Thursdays at 6 o'clock PM on Discord.

Agenda Structure: Each meeting will follow the agenda structure of:

- We will have 2-4 minute update reports from each member on their activities since the last meeting.
- Submitting a progress report by every team member to the team leader before the meeting.
- To make decisions, a majority of the team will need to agree to the debated statement i.e. 3/4 team members will need to agree.
- A meeting minutes document will be sent out by the recorder before every team meeting.
- If a team member misses three meetings in a row without prior notice by members, they will be issued a warning by the team.
- Members must be respectful of one another and actively participate in the meeting.

Tools and Document Standards

Version Control: We will use GitHub for any version control system managing within the development of our codebase. All team members will follow the following standards:

- Items in progress and commits should have all well written committed messages to explain the nature of the change.
- All new code should be regularly pushed to the GitHub repository(when changes are made).
- Branches should be created for all varying features as well as bug fixes, and pull requests. We will use those for code review and merging.

Composition and Review: To reach a proper review and composition, our team plans to involve lead editors, set deadlines, and a simple integration process before any final version of a document is committed

- *Lead Editors*: For each larger document deliverable, we will assign a lead editor responsible for coordinating the composition and review process. The lead editor may change documents for different deliverables.

- *Deadlines*: In order for the team to meet deadlines from the course website, we will write up first drafts of sections of the document being worked on, so that it can be shared with the lead editor. This should happen at least 1 day before the final submission so that it has time to be reviewed.

- *Document Integration*: The lead edit will be in charge of integrating the contributed sections into one document that will have consistent code styling throughout.

Team Self Review

Although we will have regular peer evaluations at the class level, like with most major deliverables, it is also important for the team to do internal "self reviews".

- Frequency: we are going to have self reviews every month, that goes with our regular team meetings. The consistency will allow us to address any problems and ensure that our team stays productive and cohesive.

- *Correct Format*: we will have each teacher prepare self-reflection where you can outline your weakness, and a plan for personal growth. This self-assessment will include specific examples and actionable steps.

- *Discussion*: During the team meeting, each team member will have the opportunity to present their self-assessment to the group. This will be followed by an open discussion where team members can provide additional feedback and insights.

- *Purpose*: using self-reviews is to promote transparency, self-awareness, and constructive communication within the team. They also allow us to identify any challenges or conflicts that may need resolution.