

Coral

Team Handbook



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Welcome to the Coral Team!

You are now part of a dedicated group of specialists and enthusiasts, working together to expand human exploration of the Moon.

Coral is a space program to design, develop, test, and ultimately demonstrate the use of lunar ISRU to produce a prototype of a habitat in-situ.

Meanwhile, this handbook will help you get acquainted with our tools and processes. Please read on!

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First steps

- ✓ Fill out out this [form](#) with your skills and interests
- ✓ Join the [Coral forum](#)
- ✓ Chat in our [Riot community](#)
- ✓ Check out our [Google Drive](#) and get familiar with our file repository.

Once you're all set

- ✓ Bookmark your calendar for our weekly virtual project meetings
- ✓ Join one of the research working groups
- ✓ Pick up tasks on [Github](#)

Basic Info

Weekly meetings:
Mondays, 8pm (PST/PDT)
<https://zoom.us/j/713785918>

Project Manager:
patrick@space.coop

Project Page:
<https://spacedecentral.net/coral>

Useful Links

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[Introducing: Coral](#) - Introductory article for the Coral Mission.

[Concept Exploration](#) - high-level overview of mission scope, schedule, and areas of investigation.

[Team Bios](#) - Bio info on current Coral team members - please [sign up](#) to get yours added!

[Wiki](#) - Where references, papers, articles and other useful resources are stored - for now it's a google drive folder, but in the future will be a proper wiki.

[Space Decentral](#) - Space Decentral website.

[Space Decentral Blog](#) - Our blog with updates, news, etc.

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- Make sure you are able to fulfil the hours you have committed to the project and to participate in the weekly meetings and subsequent meetings with your working groups. Each member is an equally important part of the team!
- All members deserve equal consideration and respect, regardless of experience or role.
- Fill out your [Space Decentral](#) profile and the [interests/skills](#) form with as much information as you can, as this will help us match you with adequate working groups and tasks.
- Store all documents in the [Coral Google Drive](#). If you are not sure where a document goes, put it in the [TBO](#) folder.
- Try to use [Riot](#) and the [Forum](#) for team discussions as opposed to email.
- Avoid using all caps on titles or file names.

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Riot chat

Used for general communication, quick exchange of information, relevant links, casual discussion.



Coral Forum

Used for deeper discussion, long standing communication and other meaningful exchanges.



Zoom

Used for virtual team meetings, communication with advisors, face-to-face discussion. Requires download of tool.



Google drive

Used for storage of all project documentation, trade studies, references, meeting minutes, etc.



Github

Used for task management, where team members will be able to commit to tasks and register completion of it.

These are our main tools for collaboration. Click on the icons to access each tool!

Check out the User Guides on the next few pages to find out how to use some of these tools.

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Riot chat

On a computer:

1. Create a Riot account [here](#) or login to your current account.
2. Click [here](#) to join the room where we discuss Coral.

On a mobile device:

1. [Download](#) the Riot app.
2. Click [here](#) to join the room where we discuss Coral, or:

Search for our room by tapping the # icon at the bottom of the app, then type SD-Missions in the search bar.

For further assistance, check out the [Riot help session](#), or just ask us!



Coral Forum

1. Create a Space Decentral account [here](#).
2. Populate your profile here.
3. Join (follow) the [Coral Project](#).
4. Create a discussion post or join an ongoing discussion
5. Add or view files.

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Zoom

1. Sign up for a free [Zoom](#) account.
2. [Download](#) and install the Zoom software on your computer, or the app on your mobile device.
3. Click on the meeting URL to join the meeting at the specified time:
<https://zoom.us/j/713785918>

Make sure your microphone is muted when not speaking.

If you don't want to turn on video, please use a recognizable avatar or username so we know who you are.



Google Docs

1. You'll need a google account to access Google Docs.
2. Request access to the Coral folder by clicking [here](#).

Please don't move files to other folders unless there is consensus for doing so.

When naming files, make sure the name reflects the contents for easy identification.

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Github - Getting started

If you are used to Github, you can access the Coral project [here](#) and begin working on tasks. We also recommend installing the ZenHub extension for our task management workflow.

1. [Download](#) and install the ZenHub extension on your web browser.
2. Head to the [Coral Project Board](#), where you will see the following columns:
 - Inbox - New tasks are placed to be organized at a later time.
 - Icebox - Tasks low in priority or to be revisited in the future.
 - Backlog - Tasks with high priority, ready to be worked on.
 - In Progress - Tasks being worked on by a team member.
 - Review/QA - Completed, awaiting revision from the leads.
 - Done/closed - Finished or closed tasks.

Use Google Chrome web browser for better performance of ZenHub.

Bookmark the Coral Project board for easy access.

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Github - Working on tasks

To work on any of the tasks in the Coral Project, follow these steps once you are in the Github/ ZenHub interface:

1. Comment on the tasks you think you can help with.
2. The project manager will review and assign the task to you or other team members. Don't begin work before you are assigned to the task.
3. Once you begin work, move the task box to column "In progress".
4. When it's ready for review, move it to column "Review/QA", and add the file link if applicable (the file should be in the Coral Google Drive).
5. The project manager or team lead will review your work and either request modifications, or mark it as "complete" and move it to the "Done" column.

We will use *labels*, *milestones*, *epics* and *releases* as the project progresses, and we will keep you up to date as to what they mean and how to use them on the [Coral Repo Readme](#).

GitHub help:

<https://guides.github.com/activities/hello-world/>

ZenHub help:

<https://app.zenhub.com/dashboard/tutorials>