**Team Standards**

**October 7, 2022**

**Team Teacher To-Do**

**Project Sponsor:** Chris Aungst

**Faculty Mentor:** Michael Leverington

**Team Members:**

Sam Gerstner (Team Lead)

Alexander Frenette

Noah Nannen

Shlok Sheth

Bronwyn Wedig

**Overview**

The purpose of this Team Standards document is to define the roles of all the team members, as well as lay out the standards and expectations for how code will be written and maintained throughout the project. This document will also outline the core technologies in use, as well as a justification for why we chose each technology. This document will also outline expectations for mentor meetings, team meetings, and client meetings. This document will server as the “one stop shop” for standards and information about the project.

**Team Members & Roles**

**Sam Gerstner (Team Leader/Back-End Engineer):** Role Description

**Alexander Frenette (Back-End Engineer/Release Manager):** Role Description

**Noah Nannen (Front-End Engineer):** Role Description

**Shlok Sheth (Back-End and Front-End Engineer/Release Manager):** Role Description

**Bronwyn Wedig (Full-Stack Engineer/Recorder):** Role Description

**Team Meeting Expectations**

**Meeting Time:** Mondays 5-6 pm (or whenever mentor meeting ends), and ad-hoc as needed for discussions.

**Agenda Structure:** Begin with a brief overview from each team member of accomplished tasks if needed. Next, review the task report from the mentor meeting and assign tasks to team members for the upcoming week. After administrative items, we will move into a more informal working session.

**Minutes:** Bronwyn will take all meeting minutes and upload minutes for each meeting to the GitHub repository.

**Discussion-making Process:** All the decisions are to be run by all the team members. All the opinions from the respective team members would be taken into consideration, although during a conflict 4/5 majority would be preferred in all cases.

**Attendance:** All team members are expected to be actively present on time for team meetings. Each team member is allowed two absences from team meetings but must provide all team members with at least 2 hours’ notice. Absences without notice and reason will be considered under unusual circumstances, by taking a majority vote from the remaining present members. If a tie occurs, the project mentor will be the tiebreaker vote.

**Conduct:** All team members are expected to be always courteous, kind, and professional. All group members should bring any issues that need to be discussed to the group during the team meeting. We will start with an informal discussion with the problematic team member. If the issue continues, the team leader will bring the issue to the group during a team meeting for discussion. If the issue persists, the team will discuss the issue with the team mentor and CS Faculty Sponsor if needed.

**Tools & Document Standards**

**Version Control:** We will utilize GitHub for our version control. We have created a GitHub organization with three separate repositories: Team Website, Project Deliverables, and the Source Code Repository. Commits directly to the main are permitted for the team website and deliverables repository, but changes to the code repository must be made in a separate branch and merged into the main using a pull request. Pull Requests must be approved by at least one other team member, but two are preferred. If only one person is reviewing a PR into main, that person must be a release manager or the team lead (or designated representative). Team members are not permitted to review their pull requests.

**Issue Tracking:** We will be using Taiga (taiga.io) for issue/task tracking for this project. We will be utilizing the Kanban board feature of Taiga to track open and in-progress tasks and assign tasks to specific team members.

**Word Processing & Presentation:** We will be using the Office 365 suite for word processing and presentation applications. The Office 365 suite is free for NAU students, and we are all familiar with its usage. We will be using Canva or Gimp for any graphic design needs.

**Composition & Review:**

**Team Self Review**