Team Standards

**Project Information:**

Predictive Storage Tiering during Data Ingest

Sponsor: IBM

Mentor: Jun Rao



Smart Cloud Shield

**Team Members:**

Cole Neubauer(Lead)

Zhaolu Yang

Austin Torrence

September 23, 2018

**Overview:**

The purpose of this document is to provide a fluid contract for the team members of Smart Cloud Shield. This document will be an agreement which contains the standards and expectations of the team for the duration of Capstone. This agreement will be referenced throughout the semester to handle any disagreement that may arise. At any point in the semester if the team decides any part of the agreement needs revisioning a meeting will be held and changes discussed, and if approved, amended to the document.

**Team Members and Roles:**

**Team Leader**: Cole Neubauer

**Recorder**: The role of recorder will have a rotating schedule for every meeting. Starting with the Team Leader, a person will assume the role of Recorder until everyone else on the team has served as the Recorder at which time the schedule will reset and be repeated.

**Release Manager:** Zhaolu Yang

**Architect:** Austin Torrence

**Team Meeting Expectations:**

**Meeting Times**: A weekly meeting will be planned to take place for one hour after our mentor meeting each week. The meeting time will be confirmed or altered as needed by the previous Friday night. A meeting may be called at any time given the time of the meeting is at least three days from the initial contact about the meeting.

**Agenda Structure**: Each meeting will begin with a 15-minute stand-up. Members will go over their current work; including any impediments. This will be an opportunity for members of the team to inform others what they are working on and allow members to give any feedback or potential solutions for a member’s impediments

**Minutes**: Minutes of the meeting should contain a member’s report, team discussion details, work plan, and schedule of next meeting.

**Decision-Making Process**: Any disagreements in the group will be settled by a vote in favor of the ⅔ majority.

**Attendance**: A member will be granted one unexcused absence from a meeting. An absence may be excused at the discretion of the members who attended the meeting. Any disagreements will favor a members absence being excused.

**Conduct**: The team's formal process for grievances will be as follows:

1. A team member brings a grievance to the whole team's attention in a formal channel.
2. In the next meeting, the member will have the opportunity to explain their grievance more and provide any potential solutions.
3. The team will then discuss the grievance and determine its validity.
4. If valid, the team then discusses solutions for the grievance.
5. If a solution is agreed on within a few minutes, then the discussion will continue in the next meeting.
6. This continues until a solution is reached or the grievance is determined invalid.

**Tools and Document Standards:**

**Version Control**: Version control will be handled by a Github repository.

**Issue Tracking**: Issue tracking will be handled by Github’s built-in issue tracker in our repository.

**Word Processing and Presentation**: The Google Suite of products will be used for its remote collaboration features.

**Composition and Review**: Each assignment will be initially completed X hours before the assignments due date to allow for proper review and revision. After a member has reported their section’s completion it is open to comments about potential revisions. A member may not directly revise another members section unless designated as the reviewer.

**Team Self Review:**

Every third meeting the team will begin with each member presenting their self-evaluation to the team. Each self-evaluation will be discussed by the team as a whole immediately after its presentation. Self-evaluation should include an honest review of members own performance and may include comments about the productivity of the team as a whole, not other individual members. This will allow the team time to discuss ways each member can improve but also allow the team to discuss various improvements to the team's workings.