



Team Standards

2/18/2022

Project:

C & I Doctoral Tracking Tool

Project Sponsor:

Gretchen McAllister

Faculty Member:

Michael Leverington

Team name:

What's Up Doc

Team Members:

Adam Larson (Lead)

Brandon Shaffer

Eddie Lipan

Introduction

This document covers the standards of team What's Up Doc. Included within are the members of the team and their assigned responsibilities, the expectations and structure of meetings, tools to be used throughout the project, the self review process and how it will impact performance, and the deliverable expectation.

Team members and roles

Adam Larson:

Ensures product development is progressing, as well as managing all intra-team operations, scheduling, and communication. Also responsible for advanced technology research and overseeing it's implementation. Roles in product creation will be user authentication, database management and assisting with framework service communication with the two.

Brandon Shaffer:

Responsible for all internal team documentation and review, meeting minutes, GitHub commits, Trello updates, as well as assisting with technology research. Role in product will be the creation of service framework between front end interface and database, and assisting with front end interface implementation.

Eddie Lipan:

Responsible for market research, and graphic design implementation. Also responsible for designing surveys for research purposes. Roles in product creation will include designing the layout and interface of the product. Also responsible for implementing the design of the product's front end interface.

Team meetings expectations

Meetings will be held weekly, immediately following class on Fridays. Considering the end time of class is inconsistent, the meeting time will be somewhere between 1pm and 4pm. Our meetings will begin with a short review of the previous meeting and what was assigned, followed by individual team member updates of what was completed since. The bulk of the meeting will be based around communication on features and implementation between working parts or paper assignments. Finally the meeting will conclude by determining upcoming work and delegating tasks for it. If additional help on

a specific task is necessary, it will be determined here and assigned to the appropriate person.

Attendance is mandatory, and members are expected to be present at the given times. Exceptions will be made for unavoidable absences and other preexisting course conflicts. Existing course conflicts only include a few minutes for classes that end or begin on meeting time. If team members are unable to attend for reasons listed above, notice is required as early as possible and will be reported to the team leader. Consequences will include a discussion with the team leader on attendance, and repeated occurrences will be addressed with mentors and faculty if necessary.

Expected conduct includes professional discussion and punctuality, and productivity towards the task at hand. Discussion of tasks and issues will be constructive, and disagreements regarding implementation will be resolved by majority rule. If no conclusion can be reached regarding implementation as such, the team leader will decide which path is most appropriate for matching the sponsor's desired product. Disputes outside of this will be addressed quickly with the team leader, and resolved in a professional manner. If necessary, escalation will include mentors and faculty for resolution.

Tools and document standards

Version control and issue tracking will be on GitHub and Trello respectively. GitHub forking and commit standards will be listed in the README file. The team member in charge of code review will make all commits except their own, and the team lead will review their code. Pull requests also should not be made until a section is working and tested appropriately. Trello's issue board will have all of the current month's deliverables as well as the next two month's deliverables so that we may plan accordingly. The Trello board will be discussed at weekly team meetings so that the team may gauge where we are at with certain deliverables.

Processing and presentation tools will vary. Processing tools will include Google Docs and Google Drive for shared reports and presentation slide creation. IDE and text editors will be at the discretion of each individual team member, however said IDE must be able to perform all of the operations expected by the project. Discord will be used as the main standard of communication, allowing remote meetings to be held at any moment.

Composition and review of code will be done by group members familiar with the topic. The team members have overlapping knowledge of technologies for front and back end

operations, allowing review of others work. Document review will go through our primary review member to ensure technical writing standards are adhered to and that each document maintains proper flow, despite being co-authored.

Team self review

An open review of each team member's personal performance will be evaluated at the final meeting at the end of each month. Self review will be honest and open critique of personal performance. Team members will give feedback regarding their performance in a constructive manner and will be taken as such to improve growth and performance.

Deliverables

Deliverables will be completed in a rough draft 3-5 days in advance to allow time for our reviewer to go through and adjust as needed. The draft will be shared with the mentor, and the reviewer will be responsible for making adjustments, or distributing changes to the team member that wrote the section if they are more than minor. Final submission will be made by the team leader, with the hard copy being delivered to mentors at the agreed upon time and location.