



Team Standards

Portcullis

September 26th, 2025

Sponsored by: Alexander Gebhart and Benjamin Walker

(General Dynamics Mission Systems)

Faculty Mentor: Bailey Hall

Team members: Christopher Son, Aiden Seay, Preston Smith, and Ryan Todd

Overview

The purpose of this document is to list and detail the team standards for Team Portcullis. The following pages detail the team members and their roles, meeting expectations, tools, document standards, and team self-review.

TEAM MEMBERS & ROLES

Christopher Son:

1. **Roles:** Team Leader, Client Communicator, & Coder (Security Specialist)
2. **Responsibilities:** Coordinates tasks, progression, and meetings, while resolving conflicts when they arise. Sets up lines of communication between the client and team members.

Aiden Seay

1. **Roles:** Recorder & Coder (Network Specialist)
2. **Responsibilities:** Maintains detailed and accurate notes for each meeting, tracking all important information.

Preston Smith

1. **Roles:** Architect, & Coder (Microcontroller Specialist)
2. **Responsibilities:** Ensures that architectural designs are implemented and maintained throughout the creation process.

Ryan Todd

1. **Roles:** Release Manager, & Coder (UI Specialist)
2. **Responsibilities:** Coordinates the version control of the project. Maintains branches while protecting the main branch by reviewing and cleaning commit logs for each version release.

TEAM MEETING EXPECTATIONS

Meeting Times:

Below are the meeting times. Meeting times are set by the team leader. They will take into account everyone's schedule to make sure everyone can attend.

1. **Mentor Meetings:** 2 - 3 PM every Wednesday
2. **Client Meetings:** Coordinated by team leader. Weekly/Biweekly Meetings
3. **SCRUM Meetings:** Designated days, 15 minutes.
4. **Impromptu Meetings/Communication:** Conducted through a team Discord server.

Agenda Structure:

2-minute standup from each team member. Team members must talk about their tasks:

- What did I work on this week?
- What am I working on this week?
- What issues are blocking me?

After the standup, have every team member look at the task tracker to determine the tasks' statuses and whether or not to add more tasks.

Meeting Minutes:

Each meeting will follow a consistent structure to ensure efficiency and accountability. Meetings begin with short updates from all members, followed by task review, discussion, and assignment of next steps. Meeting minutes will be logged in the meeting notes and Task Tracker after each session to maintain clear documentation. The recorder will record and post all meeting minutes. If the recorder isn't present, the team leader will designate one at the start of the meeting.

Agenda Topics:

- a. Introduction - 2-3 minute update from each team member
- b. Review of Task Tracker (5-min)
- c. Discuss Current Issues
- d. Assignments/ Deliverables
- e. Confirm responsibilities and next steps
- f. Wrap-Up/ Next meeting plan

Decision-Making Process:

We anticipate that most decisions will be straightforward and collaborative, and the team recognizes the need for a clear process in case disagreements arise.

Decisions will be made by a simple majority vote among team members. If a tie occurs or consensus cannot be reached, the faculty mentor will serve as the final tie-breaker. When appropriate, input from the project sponsors or clients will be considered to ensure alignment with project goals.

1. **Discussion:** Team members will first discuss the issue openly to ensure all perspectives are heard.
2. **Vote:** If the discussion does not result in agreement, the team will hold a formal vote, with each member casting one equal vote. A decision passes with a majority.
3. **Escalation:** In the event of a tie or if the issue remains unresolved, the team mentor will serve as the final tie-breaker.
4. **External Input** (if necessary): For decisions that directly impact project requirements or client expectations, the team may also seek input from project sponsors or clients to ensure alignment with their goals.

Attendance:

Attendance is expected at all scheduled meetings. Each member is responsible for notifying the team as soon as possible if they are unable to attend. Remote attendance (via Zoom or Discord) is acceptable if a member cannot be present in person.

Unforeseen Circumstances:

If a member cannot attend due to illness, emergency, or other unexpected events, they are expected to inform the team through Discord as soon as possible. This allows the team to account for the absence, redistribute responsibilities if necessary, and minimize delays in progress.

1–2 Missed Meetings:

Members who miss one or two meetings, without prior notice, will have the absences discussed at the next meeting. The team will review missed content with the member and confirm their ability to stay aligned with project tasks.

3 or More Missed Meetings:

If a member misses three or more meetings without communication, the issue will be escalated to the faculty mentor or course coordinator. Continued unexcused absences may result in further disciplinary action.

Conduct:

To maintain a positive and productive environment, all team members will communicate respectfully and constructively. When disagreements or interpersonal issues arise, the team will follow a structured resolution process:

Direct Communication: Team members are encouraged to first address concerns directly and privately with the person involved, politely and constructively.

Team Discussion: If a direct conversation does not resolve the issue, it will be added as an agenda item for the next team meeting. The team will discuss the matter openly, allowing all perspectives to be heard, and work toward a solution based on the established decision-making process.

Mentor Escalation: If the team cannot resolve the issue, it will be escalated to the Team mentor, Bailey Hall, for mediation and guidance.

TOOLS & DOCUMENT STANDARDS

Version Control:

Platform: The team will use Git for version control, with a private repository hosted on GitHub.

Branching Strategy: To maintain a stable codebase, we will use a simple branching model:

- ***main***: This branch contains production-ready, stable code. Direct commits are forbidden.
- ***develop***: This is the primary integration branch where all completed features are merged.
- ***feature-branches***: All new work must be done on a separate feature branch created from develop.

Commits & Pull Requests:

- Commit messages must be clear and descriptive of the changes made.
- When a feature is complete, a pull request (PR) will be opened to merge the feature branch into develop.
- At least one other team member must review and approve a PR before it can be merged.

Issue Tracking:

All tasks relating to Capstone course deliverables will live on the Google Sheet task tracker so the mentor can follow all deadlines and team assignments.

All project tasks, including features, bugs, and documentation, will be managed using GitHub Issues.

Each issue will be:

- Assigned to a specific team member responsible for its completion.
- Labeled with relevant tags (e.g., bug, documentation, feature).

- Tracked on an Activity Tracker with columns for **To-Do**, **In Progress**, and **Done** to provide clear visibility into project progress.

Tasks relating to objectives that scope beyond code will be tracked in Trello, where the clients are able to view team progress through the project.

- Tasks will be created during SCRUM meetings
- Tasks will be selected and assigned by the team when created or when a team member has finished their current task
- Finished tasks will be placed in the 'completed' section of the board

Word Processing & Presentation:

The team will use Google Workspace (Google Docs and Google Slides) for all technical documents and presentations. This platform is chosen for its real-time collaboration and commenting feature. This will allow multiple team members to work on a document simultaneously and keep information in a centralized location.

Composition & Review:

To ensure high-quality deliverables, the following process will be used for all major written assignments:

- **Lead Editor:** A Lead Editor will be assigned for each document to be responsible for final integration and formatting.
- **Draft Deadline:** All team members must submit their assigned sections to the Lead Editor no later than 48 hours before the document's final due date.
- **Final Version Deadline:** The finalized versions of each section are due to the Lead Editor 24 hours before the deadline. This provides the editor enough time to combine the sections, ensure a consistent voice and style, and perform a final proofread.

TEAM SELF REVIEW

Self-Reviews:

Every week, each member will present their completed and ongoing tasks, discussing which part of the project has been developed at the mentor meetings to receive feedback from other team members and the mentor.

Additionally, every month, team members will create personal reviews that show all of their developments for the project and deliverables throughout each period. These will be due on the last day of every month and sent to the team lead. This will be an opportunity to look at the project as a whole, see what parts are fully developed, what parts are currently being developed, as well as a chance to receive feedback from each member on performance efficiency and impact to show what is working and what is failing in each member's development processes. This process will allow individual growth as well as team cohesion by enhancing each team member's development efficiency.
