Team Standards Document



Team VirusWatch

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Introduction

The Team Standards document is necessary in order to communicate and cooperate in an efficient and effective manner. This document establishes a common understanding of expectations and promotes collaboration.

Team Members and Roles

**Team Leader:** Kevyn Sisante

**Customer Communicator:** Colton Barboro

**Recorder:** Bryan Stahman

**Architect:** Anas Albedaiwi

**Release Manager:** Ziang Zhou

**Coders (tentative):**

* Front-end (React) - Colton Barboro, Kevyn Sisante
* Backend (node.js) - Bryan Stahman,

Team Meeting Expectations

**Meeting Times**: Team Meeting every Sunday 4pm - 5pm

Meeting with Mentor every Thursday 1pm - 2pm

**Agenda Structure**: all meetings begin with a 2 minute update report from each member on their activities since the last meeting

**Minutes**: Meeting minutes will be shared through google docs. Everyone will be able to view and edit.

**Decision-Making Process**: Disagreements will be decided with majority rule

Attendance: Attendance will be flexible as long as a group member does not miss more than 5 meetings without precedence.

**Conduct**: nonparticipating team members will be dealt with in the following order:

1. a polite heads-up
2. a formal discussion in meeting
3. a team discussion with the CS Capstone Organizer.

Tools and Document Standards

**Version Control**: Github will be used as our codebase. Commits must have a detailed message containing the location of the change and how the member changed it. Merges are managed primarily by the Release Manager.

**Issue Tracking**: Jira will be used for monitoring tasks and their completion.

**Word Processing and Presentation**: Google docs and Google slides will be our primary word processing application.

**Composition and Review**: We will assign an editor for each large document deliverable. Deadlines for issuing to the editor will be at least 24 hours before the due date.

Team Self Review

Self Reviews will be conducted once a month, during our scheduled weekly meeting. Everyone will sketch out what they have done well, what they need to work on and their plan for possible improvements.