

Team Standards

10/1/2021 (Revised)



Team Code Duckies

Team Members: Anthony Simard, Ari Jaramillo (lead),

Daniel Rydberg, Chris Cisneros, Jacob Heslop

Sponsor: Dr. Truong X. Nghiem

Mentor: Vova Saruta

Intro

The purpose of this document is to describe how the group will handle itself going forward. This will include the roles and responsibilities of each member of the team; the way team meetings will be conducted; and the manner in which deliverables, code and otherwise, will be managed, completed, and delivered.

Team Members and Roles

Ari Jaramillo: Team Lead and Back-end Developer

Anthony Simard: Customer Communicator, Release Manager, Back-end Developer

Daniel Rydberg: Website Maintainer and Front-end Developer

Chris Cisneros: Website Maintainer, Architect, and Full-stack Developer

Jacob Heslop: Recorder and Front-end Developer

Roles Defined -

Team Lead: Team member that coordinates task assignments and ensures that work is progressing, runs meetings, and makes initial efforts to resolve conflicts.

Customer Communicator: Team member that coordinates and conducts customer communications.

Recorder: Team member maintains detailed meeting minutes.

Architect: Team member is primarily responsible for ensuring that core architectural decisions are followed during implementation

Release Manager: Team member coordinates project versioning and branching, reviews and cleans up commit logs for accuracy, readability, and understandability, and ensures that any build tools can quickly generate a working release.

Website Maintainer: Team member responsible for making sure the website is up to date.

Front-end Developer: Team member focused on developing GUI.

Back-end Developer: Team member focused on developing back-end framework.

Full-stack Developer: Team member that will jump in where needed on either front-end or back-end.

Team Meeting Expectations

Meeting Times: Typical weekly meetings will occur from approximately 11am (end of client meeting) to the start of the earlier capstone section at 12:45 on Fridays. These will typically be in person.

Impromptu meetings will be announced and most likely also held on Discord.

Agenda Structure:

- Recap client meeting to ensure we are on the same page
- Update team members on progress since last meeting

- Discuss tasks for coming week
- Ensure we all on the same page about upcoming tasks before breaking

Minutes: Jacob Heslop will keep detailed meeting minutes then upload them to our shared Google Drive folder.

Decision Making Process: As we are a team of 5, issues will be decided by 3/5 majority vote. If we really need a decision made and cannot come to a 3/5 majority agreement on one idea, team lead Ari will make the final decision.

Attendance: All members are expected to show up to all weekly meetings barring some form of emergency.

- Missing one meeting unexcused: Team lead will check in on team member and give a warning.
- Missing three meetings unexcused: Team lead will bring up issue to mentor.
- Missing multiple meetings unexcused in a row: Team lead will discuss starting firing process with mentor.

Showing up late to meetings should not happen as tasks will be divided up between team members and important information will be missed.

Conduct: Everyone will be expected to give input on all issues discussed. If someone is not participating they will be prompted. If they are consistently not participating, the group will attempt to determine why so we can make them more comfortable with giving their input.

Tools and Document Standards

Version Control: We will use git/GitHub with the following workflow:

1. Create feature branch
2. Commit to feature branch
 - Make a good faith effort to make many small commits with descriptive messages as opposed to fewer large commits
 - This does not mean go through rewriting the history into many smaller commits if you do make one large commit, just be mindful of this while working
3. When feature is ready, request review
4. If changes are requested, implement them and repeat steps 2 and 3 until review is passed
5. If review is passed reviewer will merge feature into main
6. Repeat this process for all features

Issue tracking: This will be done through GitHub. GitHub has built in issue tracking and kanban functionality. Using GitHub for this allows us to automatically integrate our issue tracking with our source code without having to bounce between multiple platforms.

Word Processing and Presentation: We are tentatively planning on using Google Docs and Google Slides for all word processing and presentation creation with draw.io as a collaborative way to create diagrams. If it is ever necessary to pair program remotely, the LiveShare plugin for Visual Studio Code or Teletype plugin for Atom may be used. We are open to better tools if we find them.

Composition and Review: If multiple people must collaborate on different parts of a document (ex. One person writes one paragraph, someone else writes another, a third person creates some figures) we will first assign tasks, then we will create a basic layout for the document. Relevant parties will drop their contributions into the specified part of the layout.

Team Self Review

Team self reviews will be held on the first meeting of each new month or as needed by vote of majority. The team lead should let everyone know there will be a team self review beforehand so that each teammate can prepare and discuss a short list of:

1. Things that the team has achieved so far in this project
2. Things the individual has achieved so far in this project
3. Expectations on the team may still need to get done

That individuals personal review of self with the team and project (eg. falling behind on their allotted code and having trouble connecting with the team) This list is not comprehensive and the team lead may adjust these short lists as seen fit depending on team needs or focuses that month.