

Group Standards

(AP2) Group 6

Standard	Expectations
Formatting	Times New Roman (12 pt for body text, 10 pt for names/subtitles, bold 14 pt for headers, bold 20 pt for titles), PDF file type
Quality	All documentation should be created to the best of the creator's ability and at a level of professionalism expected of an engineer.
Peer Review Work	Have all documents be reviewed by everyone in the team prior to submission of final draft
Up to Date	Make sure the version uploaded on the Google Drive is up to date
Checkpoints	Have Checkpoints/Due dates on separate artifacts for the project
Communication Amongst Members	Have at least 2 meetings a week to make sure everyone is up to date on what is going on and is understanding the project
Thoroughness	Exceed all technical requirements of the project so as to not encounter any issues later in the development process. (Build a power supply capable of operating at 1V - 13V rather than 2V - 12V and up to 800mA rather than up to 700mA)
Persistence	The continuation of progress throughout the project, even when tasks get tough to try to keep to the schedule.
Clarity	Make sure all documentation is clear and coherent. All documents should be tailored to the audience that will be reading it.
Flexibility to Change	If a change needs to be made in the schedule due to a unexpected event, or a task is taking a little bit longer, action should be taken to allow for extra time.