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| Northern Arizona University |
| Team Standards |
| CS 476 – RFID Patient Tracker |

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Table of Contents

[Introduction 1](#_Toc336457817)

[Team Roles 1](#_Toc336457818)

[Team Leader: 1](#_Toc336457819)

[Customer Communicator: 1](#_Toc336457820)

[Recorder: 1](#_Toc336457821)

[Architect: 2](#_Toc336457822)

[Release Manager: 2](#_Toc336457823)

[Meeting Procedures 2](#_Toc336457824)

[Meeting Time: 2](#_Toc336457825)

[Agenda: 2](#_Toc336457826)

[Minutes: 2](#_Toc336457827)

[Decision Making Process: 3](#_Toc336457828)

[Attendance: 3](#_Toc336457829)

[Conduct: 3](#_Toc336457830)

[Team Member Expectations: 3](#_Toc336457831)

[Documentation Procedures 4](#_Toc336457832)

[Tools: 4](#_Toc336457833)

[Version Control: 4](#_Toc336457834)

[Formatting: 4](#_Toc336457835)

[Composition and Review: 4](#_Toc336457836)

[Team Self-Review 4](#_Toc336457837)

[Schedule: 4](#_Toc336457838)

[Process: 4](#_Toc336457839)

[Documentation: 5](#_Toc336457840)

[Appendix A: 6](#_Toc336457841)

[Appendix B: 7](#_Toc336457854)

# Introduction

This report is an overview of our team dynamics. It includes details on the role of each team member, meeting procedures and conduct, and documentation tracking. The section on team roles outlines duties and responsibilities of each member.  The section on meeting procedures covers the procedures for team meetings, including meeting time and conduct.  The document procedures section identifies the tools and mechanisms that the team will utilize for documentation.  Finally, the section on team self-review provides details on how the team will assess individual and overall team progress.

# Team Roles

Team Leader: Kimberly Oyama

The team leader will be the main contact with between the team and Dr. Georgas, the team mentor. This person will keep track of the project tasks (who they are assigned to, when they are due, and their progress) and maintain communication lines between team members in case they aren’t keeping each other in the loop. This person will handle any conflicts that arise throughout the course of the project, with the exception of version conflicts which are the responsibility of the two programmers involved.

Customer Communicator: Kimberly Oyama

The customer communicator is in charge of making sure the customer is receiving the information they need about the project in a professional manner. This person will relay any information they receive from the customer to the rest of the team (the team leader will forward pertinent information to Dr. Georgas). When the team has information or questions for the client, it is the communicator’s job to format the message according to the client’s preference and clearly express the team’s intentions.

Recorder: Daren Rodhouse

The recorder will take notes during the meetings. This job may fall on more than one person because it is difficult to engage in conversation and take notes at the same time. This will be done by a pair of members so that each can be involved and keep track of what the other contributes, such as main recorder and assistant. This pair can change for each meeting. One of the pair will be assigned the agenda for the next week’s meeting and the other will be responsible for compiling the minutes and sharing them with the other team members, which includes adding them to the repository and sending a notification email.

Architect: Blayne Kennedy

The architect will make sure that our requirements document matches the client’s intended system. He will also make sure that, when we start implementing the system, it matches our architectural decisions made in the design phase.

Release Manager: Chihiro Sasaki

The release manager will make sure that we are submitting the correct versions as deliverables in class and to our client. This person will keep track of the control logs so we will know what builds are clean.   It is also the release manager’s responsibility to review commit logs for consistency and accuracy.  In the case that a release or commit breaks the system, it is the responsibility of the release manager to identify the problem and work with the responsible programmer to fix the issue as soon as it arises.

# Meeting Procedures

## Meeting Time:

Weekly meetings will be held on Tuesdays from 2 p.m. to 4 p.m.  Other weekly meetings will be scheduled based on the discretion of the team during these weekly meetings.

## Agenda:

Outline:

* General questions comments concerns.
* Last week’s accomplishments/findings and status reports
* Current status of the project (compilation of our previous work)
* Discuss current problems and solutions.
* Discuss and assign next week’s tasks

A template will be provided. A sample of this template can be found in Appendix A.

## Minutes:

A template will be provided for the meeting minutes.  A sample of this template can be found in Appendix B. The minutes will be circulated to the team through Google Drive, so each member will have access to meeting documentation when necessary.

## Decision Making Process:

For all decisions that are not unanimous, draft a pros/cons list and pick the option with the most pros. For smaller decisions that do not have a large impact on the project, the team will come to an agreement through a majority vote.  Since we have four team members, if the majority decision does not work, we will carefully evaluate the pros and cons of each side. However, for larger, architectural decisions, we will develop a detailed decision matrix and resolve the decision based on the option that ranks the highest overall. The main criteria that we will consider are time, complexity, cost, and ease of integration. We will assign weights to each criterion when we decide whether or not other criteria will be considered as well.

Attendance:

1. Attendance is mandatory.
2. At lease a two-day notice, via phone call, text, or email, for either absences or tardiness.
3. Notify the team if you are going to be late or something comes up (excused).
4. All attendance will be documented in the meeting minutes.
5. If you are late or absent once the team leader will talk to you.
6. If you are 15 minutes late twice in a row, the team leader will talk to you about it.
7. If your attendance falls below 90%, the group will decide whether to take the matter to Dr. Georgas (our mentor) or not.

## Conduct:

### Team Member Expectations:

1. If you feel that you cannot complete your tasks, tell the team as soon as you can so work can be redistributed and the project progress does not suffer. This includes cases when your schedule becomes unexpectedly busy for the week or when something comes up that prevents you from completing the assigned tasks.
2. When someone shares their ideas, be respectful and professional.
3. Be honest when assessing your capabilities; if you feel like you were assigned something you cannot handle, say so.
4. If you feel like you are able to complete more than your assigned tasks, offer to partner up to work on more tasks.
5. If you have ideas or input for something that was not assigned to you, feel free to politely share your ideas with the person that is working on the task. If possible, communicate with the other person to work on it together.
6. If anything is wrong, speak up.
7. Stay on task during meetings. Other team members reserve the right to interrupt tangential conversations.
8. During client meetings and major presentations in class, we will dress business casual.
9. We will agree on coding standards when we know what languages and what IDEs we are going to be working with.
10. When you get a team email, respond to it within one day.

# Documentation Procedures

## Tools:

All final versions of deliverables will be formatted in Microsoft Word.  While the document is being edited, we will use Google Drive to communally edit the same document.   
During testing, we will use Bugzilla or Mantis to track bugs and new functionality in the system, and assign tasks to each individual.

## Version Control:

We will use GitHub for our repository because that is what are client is currently using. Using the same version control software will make it easier for them to integrate our software with theirs when we are done with the project.

## Formatting:

This document is an example of the template we will use for our deliverables.

Templates will be available for:

* Meeting Agendas
* Meeting Minutes
* Document Sections

These document templates are available in Appendices A and B.

## Composition and Review:

One person will be assigned to compile each major deliverable, and this person may change depending on the document. Documents will be due two days before they are due in class; larger documents will be due to the person responsible for compiling the document at least a week in advance. For important deliverables, the entire team will commit to a document review and edit session, either in team meetings or through Google Drive.

# Team Self-Review

Schedule:

We will review or performance every two weeks. Each team member will submit a progress report to the team leader, which will be discussed during team meetings.

## Process:

The team will perform an informal discussion for the review process.

## Documentation:

The team leader will collect the reviews, compile them into one document, and pass that document to Dr. Georgas. Meeting minutes will also be attached to the progress report.

Appendix A: Agenda Template (Adopted from Microsoft Word Templates):

AGENDA

# Meeting Title

## January 10, 2004

## 9:00 a.m. – 5:00 p.m.

Meeting called by Microsoft

Attendees: Attendee List

Please read: Reading List

Please bring: Supplies List

|  |  |  |
| --- | --- | --- |
| 9:00 a.m. – 10:00 a.m. | Introduction Continental Breakfast  Welcome *Kari Hensien* | Rainier Room |
| 10:00 a.m. – noon | Demos New Product Line *Jane Clayton*  Sales Techniques *Jeff D. Henshaw* | Snoqualmie Room  Rainier Room |
| noon – 4:00 p.m. | Instructions To insert a tab in a table cell, use CTRL+TAB.  To insert or delete rows or columns, use the Table menu.  To add or remove border lines, use the Borders and Shading command on the Format menu. |  |
| 4:00 p.m. – 5:00 p.m. | Wrap-up Q&A Panel *All speakers* | Rainier Room |

## Additional Instructions:

Use this section for additional instructions, comments, or directions.

Appendix B: Meeting Minutes Template (Adopted from Microsoft Word Templates):

# 

# Meeting Minutes

1. Call to order

called to order the regular meeting of the at on in .

1. Roll call

conducted a roll call. The following persons were present:

1. Approval of minutes from last meeting

read the minutes from the last meeting. The minutes were approved as read.

1. Open issues
2. New business
3. Adjournment

adjourned the meeting at .

Minutes submitted by:

Minutes approved by: