



# MEMORANDUM



**To:** Walker White, Traci Nathans-Kelly

**From:** Waypoint (Isabel Selin, Yuxiang Yu, Courtney Manbeck, Lucien Eckert, Betsy Vasquez Valerio, Kevin Klaben, Thaalank Ranjan, Barry Wang)

**Subject:** Team Workflow

**Date:** January 25th, 2020

The following is the charter for our group, Waypoint. All team members have read and approved this charter. The team has also discussed our individual expectations for a grade in this course. All team members have read the Writing Style guidelines and will use them when drafting up any documents.

## Team Roles

**Isabel Selin** (Project Lead) Isabel is a sophomore computer science major intending to minor in fine arts and game design. She has taken CS 2110 and hopes to gain practical programming experience in this course. In addition she has taken a series of high school level art classes and is self-taught in digital art, character design and animation. She has experience designing characters and illustrating both background and item assets for a student game dev team.

### Duties:

- Assigning and setting deadlines for tasks not directly included under design or programming
- Setting team-wide deadlines
- Approving extensions, missed meetings and lateness requests
- Facilitating conflict resolution
- Writing code as needed
- Creating concept art for characters and items
- Creating visual assets
- Writing and editing documents, as determined by the task table below

Preferred Email: [is389@cornell.edu](mailto:is389@cornell.edu)

Preferred Phone: (917) 679 - 5134

**Yuxiang Yu** (Programming Lead) Yu is a sophomore Computer Science major with an interest in algorithms and mathematics. He has taken CS3110, Computer Graphics (CS4620), and Algorithms (CS4820). He has experience working on a team to develop web applications through side projects and internships. He also worked on path planning algorithms extensively during his internship the past summer, and will contribute more towards the AI and Game engine aspects of the programming.

Duties:

- Setting individual programming deadlines
- Assigning and delegating tasks for individual programmers
- Keeping track of discovered bugs and assigning them to programmers to solve
- Coordinating pull requests on GitHub
- Writing code as needed
- Writing and editing documents, as determined by the task table below

Preferred Email: [yy447@cornell.edu](mailto:yy447@cornell.edu)

Preferred Phone: (607)-379-4657

**Courtney Manbeck** (Design Lead) Manbeck is a sophomore Computer Science major with an interest in graphics and animation. She is a self-taught digital artist and is excited to create the visuals for the game. She has programmed games in Swift and OCaml, and while she intends to work mostly on design aspects, she will also be able to assist with code as necessary.

Duties:

- Setting individual designer deadlines
- Assigning and delegating tasks for individual programmers
- Merging teammates's ideas to create a uniform aesthetic
- Updating the Design Document
- Writing code as needed
- Creating concept art for backgrounds and characters
- Creating visual assets
- Writing and editing documents, as determined by the task table below

Preferred email: [clm333@cornell.edu](mailto:clm333@cornell.edu)

Preferred phone: (914)-334-8216

**Lucien Eckert** (Designer) Eckert is a freshman attempting a double major in Information Science and Psychology. He has experience with digital music composition, mostly self-taught but with some formal education, and has created pixel art tilesets for small games in the past. He's excited to learn more about the design of video game music and sound effects, in addition to level design.

Duties:

- Completing tasks as assigned by the design lead
- Creating musical tracks and sound effects for the game
- Helping with asset creation where needed
- Writing and editing documents, as determined by the task table below

Preferred email: [lee48@cornell.edu](mailto:lee48@cornell.edu)

Preferred phone: (917)-689-0743

**Betsy Vasquez Valerio** (Programmer) Vasquez Valerio is a junior majoring in Computer Science who has taken all CS core classes except CS 4410 and is currently taking CS 4300 and 4700. She is willing to contribute in any way to the best of her ability.

Duties:

- Completing tasks assigned by programming lead
- Testing the software for bugs before each release
- Assisting other programmers, as needed
- Writing and editing documents, as determined by the task table below

Preferred email: [blv9@cornell.edu](mailto:blv9@cornell.edu)

Preferred phone: (917)-520-8970

**Kevin Klaben** (Programmer). Klaben is a junior CS major and is completing the CS core this semester taking OS. He recently returned from doing a data science co-op at Logistics Management Institute this past summer and fall and will be returning this summer. Klaben has experience working as a part of a team from both classes and co-op.

Duties:

- Completing tasks assigned by the programming lead

- Testing the software for bugs before each release
- Assisting other programmers, as needed
- Writing and editing documents, as determined by the task table below

Preferred email: [kek228@cornell.edu](mailto:kek228@cornell.edu)

Preferred phone: (607)-216-2252

**Thaalank Ranjan** (Programmer)

Thaalank is a Junior CS major. He has completed all of the CS core except OS. He has taken 4700 and 4701. He has experience in AI through personal projects, internships, and classes. He has previously developed AI's to play games. He has experience working on large programming teams.

Duties:

- Completing tasks assigned by programming lead.
- Working on AI & Engine for game
- Assisting other programmers, as needed
- Writing and editing documents, as determined by the task table below

Preferred email is [tr329@cornell.edu](mailto:tr329@cornell.edu)

Primary phone 551-404-0025

**Barry Wang** (Design Engineer) Wang is an ISST sophomore with experiences in programming and human-computer interaction. While he believes in a future where UX design does not need human designers and hence taking CS cores and computer vision this semester for that vision, he is thrilled to contribute to both design and programming aspects of the project.

Duties:

- Completing tasks assigned by the design lead.
- Designing user experience.
- Helping with programming when needed.
- Writing and editing documents, as determined by the task table below

Preferred email: [zw545@cornell.edu](mailto:zw545@cornell.edu)

Preferred phone: (626) 215-4504

## Team Coordination

**Meeting Time** The team will meet on Wednesday 7-8pm at Olin 404. If Olin 404 is unavailable for booking, we will meet at Duffield Atrium.

**Minutes** A different team member will record minutes for each meeting, starting with the project lead on the meeting on 1/29. The order in which members will be the order of names listed in “Team Roles.”

**Communication** The team will use Slack as their primary form of communication outside of team meetings. Team members are expected to be responsive on Slack. They should check slack at least once a day and respond within 24hrs. The person who submits the assignment should send a message through Slack to the rest of the team once they have uploaded the assignment to CMS.

**File Sharing** The code will be stored in a GitHub repository shared with the group. Programmers are to work on branches when implementing features and/or debugging, and only the programming lead will handle merge requests with the main branch. The art assets and music will be put in a Google Drive folder shared with the rest of the group.



Assignment	Draft	Due	Writing Lead	Editor	Rewrite Lead
A2: Initial Proposal	1/30	2/01	Lucien	Betsy	Lucien
A3: Concept Document	2/06	2/08	Betsy	Lucien	Betsy
A6: Milestone Document	2/20	2/22	Kevin	Thaalank	Kevin
A7: Gameplay Spec	2/27	2/29	Thaalank	Kevin	Thaalank
A9: Architecture Spec	3/12	3/14	Yuxiang	Courtney	Yuxiang
A10: Design Spec	3/12	3/14	Courtney	Yuxiang	Courtney

A14: Game Manual	4/16	4/18	Barry	Isabel	Barry
A16: Final Document Portfolio	4/30	5/02	Isabel	Barry	Isabel

## Conflict Resolution

**Creative Conflicts** Team members will try to find a compromise between each others' opinions, and if no compromise can be reached, the entire team will vote on the matter. This vote will be conducted by raising hands. In the case of a tie, the relevant lead will be assigned 2 votes. If the conflict relates to the entire project, the project lead will be assigned 2 votes. If there is a conflict with more than two options, team members will discuss with each other to reduce the number of options to two, then take a vote as above. Votes will be recorded in the meeting minutes.

**Missed Deadlines** Missed deadlines are only excused if the respective lead has approved the team member's extension request. If this extension is approved, the team member must send a message to the slack. If the extension is not approved, an email must be sent to every team member. The email will include an apology and a plan for how the member plans to make up for the tardiness in the future. On the second or further occurrence of missed deadlines, in addition to the above, the project lead will send an email to the professors informing them of the situation, and suggesting a percent deduction from the individual grade of the next deliverable. For team-assigned deadlines, this deduction will be 1% per hour late, with a maximum of 10%. For hard deadlines, the deduction will be a minimum of 10%.

**Lateness to Meetings** A member is counted as late to a meeting if they arrive 20 minutes or more after the time planned without obtaining prior approval from the meeting lead. The meeting lead is defined as the member who organized the meeting, or the project leader for weekly team meetings. Lateness is only approved for an unmovable external event. Two unapproved latenesses will be counted as one absence. Lateness will be recorded in meeting minutes.

**Missed Meetings** Missed meetings are only excused if the meeting lead has approved the team member's request. If this absence is approved, the team member must send a

message to the slack. The lead may specify that calling into the meeting is still required. In this case calling in will count as attendance, with rules about lateness and absence applying in the same manner. We will handle unexcused missed meetings the same way as missed deadlines, but with only a deduction of 5%.