**Team Standards**

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September 21th, 2017

**Team Name:**

Gnosis Solutions

**Team Members:**

Kalen Wood-Wardlow, Christopher Simcox, Thomas Back, Kristoffer Schindele

**Project Sponsor:**

Dr. Leverington

**Faculty Mentor:**

Dr. Leverington

**Introduction:**

The purpose of this document is to establish a baseline understanding and recorded reference of what is to be expected in our project and from our team. This document should clearly explain operations, technical and non technical in nature, as well as describe our team dynamic and what tasks will be delegated to who.

**Team members and roles:**

* Team Leader: Kalen Wood-Wardlow
* Customer Communicator: Kalen Wood-Wardlow
* Recorder: Thomas Back
* Architect: Christopher Simcox
* Release Manager: Kristoffer Schindele
* Coder:
  + Backend Implementation lead: Kalen Wood
  + Frontend Implementation lead: Kristoffer Schindele, Thomas Back
  + Database and connections lead: Christopher Simcox

**Team Meeting Expectations:**

* Meeting Times: Tuesday 5:20-6:20
* Agenda Structure:
  + Each role lead will present their work and progress for a period of 2 - 5 minutes.
  + After presentations Team Lead will lead general discussion and future tasks.
  + Recorder takes down notes on all of these presentations.
* Minutes:
  + Team name, date, attendance and team member primary objective headings and progress under those objectives. Major decisions will be recorded per occurrence.
* Decision-Making Process:
  + ¾ majority will make a decision pass.
* Attendance:
  + If you are going to miss a meeting contact as soon as possible via email or text messaging.
  + One excused absence (reason deemed acceptable by group informed to them ahead of time) is allowed but additional absences will be up to discussion and negotiation with the team.
  + If any team member misses twice a conversation will take place with the offender to handle the absences.
  + If any member is more than 20 minutes late it will count as an absence unless excused.
* Conduct:
  + Interpersonal disputes should be brought up as meeting topics during the meeting to allow for constructive problem solving and discussion on the issue.
  + If the team were to be divided and it is noticeable then it will become a meeting topic and both sides of the divided team need to come to a conclusion by the end of that meeting. Random number generator will be final decision if no reasonable conclusion can be made to allow for flow of progress.
  + Non-participating members should be addressed openly in the next meeting and if they do not show to the next meeting then we will write a formal memo to Dr. Doerry to take further action.
  + If any team member changes design that is not approved the commit will be rolled back to previous commit.

**Tools and Document Standards:**

* Version Control:
  + We will be using a private Git repository used with the following procedures:
    - All commits must have a commit message and if it runs or not.
    - Any feature must be done through a fork but everyone should have their own branch.
* Issue Tracking:
  + Trello board will be the task organizer and user stories. We will use GitHub’s built in issue tracker to handle bugs and other issues.
* Word Processing and Presentation:
  + Formal write up’s should be done in Google Doc’s via Google Drive.
  + All documents should be stored in source control in appropriate folder.
  + Slideshow presentations should be done in Microsoft Powerpoint.
* Composition and Review:
  + Editor will be assigned in rotation. Sections will be done by appropriate roles and editor.
  + Final version should be done, and editor should be assigned 24 hours before the deliverable is due.

**Team Self Review:**

* Frequency of Internal Reviews:
  + Once a month during the first meeting of the month an evaluation document will be filled out to gauge each other’s performance.
* Evaluation Document
  + Will have three sections: concerns, questions and compliments. These sections will be repeated under the name of each team member in the evaluation form.
  + Will be done on Google Doc’s with the team leader as the owner and sole viewer of the evaluation results for later reference.