

Team Standards

MidGARD Project



Last Updated: February 20, 2026

Team Name: Odin

Project Sponsors: Chris Ortiz and Rex Jackson (SanDisk)

Faculty Mentor: Jeevana Swaroop Kalapala

Team Members:

- ❖ Andrew Gajewski
- ❖ Lacy Hamilton
- ❖ Myles Hill
- ❖ Skyler Guard

1. Introduction

This Team Standards Specification document defines the shared expectations, roles, processes, and tools that guide how our team will collaborate throughout the capstone project. Establishing these standards early promotes effective communication, accountability, and consistency in both technical and professional work. This document outlines team member roles, meeting expectations, conduct guidelines, tool usage, documentation standards, and procedures for team self-review.

2. Team Members and Roles

Although all team members are expected to contribute across all areas of the project, the following roles define primary responsibilities to ensure efficiency and accountability.

Team Leader: Lacy Hamilton

Responsibilities:

- Coordinate task assignments and project timelines
- Manage communication with the project sponsor/client
- Schedule and document external meetings
- Relay client requirements and feedback to the team

Architect: Skyler Guard

Responsibilities:

- Oversee system architecture and major design decisions
- Ensure implementation aligns with approved architecture
- Review design changes for consistency

Release Manager: Myles Hill

Responsibilities:

- Manage versioning, branching, and releases
- Review commit messages for clarity and accuracy
- Ensure the project can be reliably built and deployed

Coder: Andrew Gajewski

Responsibilities:

- Contribute to software development across the project
- Lead specific technical areas as appropriate (e.g., frontend, backend, database)
- Participate in code reviews and testing

Recorder: Rotating Position for Each Member

Responsibilities:

- Maintain detailed meeting minutes
 - Distribute meeting minutes within 24 hours
 - Archive all meeting documentation in the shared workspace
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3. Team Meeting Expectations

Meeting Times

- The team will hold a standing weekly meeting at 4:00 pm on Tuesdays either in-person or via Discord
- Additional meetings may be scheduled as needed, preferably with 24 hours' notice

Agenda Structure

- Brief status updates from each team member
- Review of the completed tasks
- Discussion of blockers or concerns
- Planning and assignment of upcoming tasks

Meeting Minutes

- The Recorder will document meeting minutes using a shared template
- Minutes will be distributed to all members within 24 hours

Decision-Making Process

- Decisions will be discussed openly and respectfully
- If consensus cannot be reached, decisions will be made by majority vote

Attendance

- Attendance at all scheduled meetings is expected
- Absence with notice is permitted, as long as $\frac{3}{4}$ members are in attendance

Conduct

- Meetings will be professional, respectful, and focused
 - Conflicts will first be addressed privately, then as a team if needed
 - Major changes to design or implementation require team approval
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4. Tools and Document Standards

Version Control: Git with GitHub

- Ensure modularity to avoid confusion and conflicts with version control
 - determine input/output (parameters/return) before implementation
 - determine shared structure details early
 - if task B requires task A, then try to assign both to the same person or in different weeks.
 - thoroughly test when refactoring and maintain constant interfaces unless everyone agrees
- Code quality:
 - Do not commit directly to the main branch; make pull requests instead
 - Pull requests should be reviewed and tested before going to the main branch
- Forks:
 - name branches descriptively
 - avoid redundant branching
 - close branches after they are merged
 - new features should have individual branches
 - keep active collaborative work on a temporary, non-main branch

Issue Tracking: GitHub Issues

- Documenting/Monitoring for completion
 - Create an issue if a new task arises in MidGard implementation, include a summary/general description.
 - Develop detailed requirements (not implementation details) after a header, “Requirements (WIP):”
 - After requirements are confirmed, remove the “(WIP)” and indicate for each requirement whether it is complete. A separate task list may also be used for larger tasks.
 - After implementation and testing, make a pull request.
- Assigning
 - Use inbuilt GitHub issue system to track issue assignment

- Open/unassigned issues should be discussed during team meetings and/or over discord. Issues should be assigned early whenever possible.
- Assign issues based on skills, availability, additional (Capstone) workload, and interest

Word Processing and Presentation

- Team document and presentations will be created and developed through Google Drive in the shared folder
- Graphical design will be completed in shared Canva documents

Composition and Review: process for large tasks with individually assigned components

- Estimate if this task will require substantial effort to integrate the pieces (e.g. adjusting style/formatting for consistency).
 - If little integration work will be required, components are due to the editor 24 hours before the deliverable due date.
 - If substantial integration work will be required, components are due 48 hours before the deliverable due date.
 - Estimate if this task will require substantial peer review/quality control. If so, components are due to the reviewer an additional 24 hours earlier minimum.
 - Determine who will be responsible for integrating the pieces and reviewing for quality control.
 - Integration and review may or may not be separate tasks assigned to separate people.
 - Factors to consider: availability, willingness, skills, additional workload
 - Assign component tasks
 - Additional notes:
 - Try to begin tasks early, especially if the scope is uncertain or it involves a new skill; don't wait until the last minute to ask for help if needed.
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5. Team Self-Review

The team will conduct internal self-reviews on a monthly basis during a regular team meeting. These reviews will include:

- Individual reflections on contributions and challenges
- Constructive feedback from other team members
- Discussion of improvements and action plans

The purpose of team self-reviews is to encourage accountability, continuous improvement, and open communication throughout the capstone project.