Team Standards

9/16/2025

REACH

Dr. Lerner & Dr. Cunha
Mentor: Bailey Hall

Taylor Davis, Victor Rodriguez, Clayton Ramsey, Lucas Larson

Introduction

This document establishes the agreed-upon standards for the REACH team, outlining team roles, responsibilities, meeting expectations, tools and documentation practices, and internal self-review procedures. The goal is to create a shared understanding of expectations, facilitate efficient collaboration, and ensure accountability among team members throughout the capstone project. By adhering to these standards, the team aims to maintain consistent communication, high-quality deliverables, and productive interactions.

Team Members and Roles

1. Taylor Davis – Team Lead / Coder / Architect
   - Responsibilities
     i. Send Meeting Agenda's and Reminders
     j. Communications with clients/customers/mentor/coordinator
2. Clayton Ramsey – Coder / Architect
   - Responsibilities
     i. Assist when needed for GitHub and other coding assignments
3. Lucas Larson – Coder / Version Control Manager / Architect
   - Responsibilities
     i. In charge of GitHub
4. Victor Rodriguez – Coder / Recorder / Architect
   - Responsibilities
     i. Manage Task Tracker: Maintain and update the team's task tracker for mentor meetings and project milestones, ensuring all tasks are clearly documented, prioritized, and assigned, providing visibility into progress for both the team and faculty mentor
     j. Record and Distribute Meeting Minutes: Capture comprehensive meeting minutes, including key decisions, action items, discussion points, and follow-ups. Ensure timely distribution to all team members to maintain alignment and accountability
     k. Coding Contributions: Lead implementation efforts for both backend and frontend modules, collaborating with team members to integrate features, troubleshoot issues, and ensure high-quality, maintainable code
     l. Architectural Oversight: Design and maintain the overall system architecture, reviewing code and development plans to ensure adherence to architectural standards, scalability, and maintainability. Provide guidance to the team on best practices, design patterns, and integration strategies.

Team Meeting Expectations

Meeting Times:

- Weekly team meetings with mentor every Thursday, 4:30pm – 5:30pm (all members required)

- Bi-weekly team meetings with sponsor every other Tuesday, 2:00pm – 3:30pm (all members required) (Subject to change)
- Bi-weekly team meetings every other Tuesday, 2:00pm - 3:30pm (all members required)
- Impromptu meetings may be scheduled with 24-hour notice if urgent issues arise.
- Weekly capstone lecture every Friday, 12:45pm – 3:15pm

Agenda Structure:

1. Quick status updates from each team members (2-3 minutes each)
2. Review of action items from the previous meeting
3. Discussion of ongoing tasks, blockers, or issues
4. Decision-making for new design or workflow changes
5. Assignment of new action items with clear deadlines documented in Excel in preparation for mentor meeting.

Minutes:

- Recorder drafts minutes within 24 hours of meeting
- Minutes include attendee list, agenda items, discussion notes, decision made, and action items
- Distributed via the teams shared drive

Decision-Making Process:

- Decisions will be made by consensus when possible
- If consensus cannot be reached, a ¾ majority vote of team members will determine the outcome
    - If tie breaker is necessary, use mentor as tie breaker
- Unresolved disagreements will be escalated to the faculty mentor for guidance

Attendance:

- Each member may miss no more than one scheduled meeting per month with prior notice
- Missed meetings require submission of a written update to the team leader
- Repeated absences or tardiness will trigger a formal discussion and potential adjustment of roles / responsibilities

Conduct:

- Team members are expected to maintain professional, respectful communication
- Non-constructive behavior, unilateral design changes, or failure to complete tasks will be addressed first with a private discussion from the team lead, then in a full team mentor meeting if necessary, and finally escalated to the Capstone Faculty if unresolved.
- Team members are permitted to enter into communication that excludes a non-performing team member if the issue escalates and needs to be formally addressed.
    - (If issue is with team lead consensus needs to be met with remaining members and brought to team leads attention)

Tools and Document Standards

Version Control:

- GitHub repository serves as the single source of truth
- Commit messages follow the format: "[Role/Module]: Description of change"
- Feature branches are merged via pull requests, reviewed by at least one other team member
- Branch names should be descriptive and start with the issue if applicable
- Feature branches will be merged into the development branch
- The production branch (main) will be updated from development after reviewed

Issue Tracking:

- GitHub Issues track tasks and bugs.
- Each issue is assigned to responsible team member(s) with a clear description and priority.
- Status updates are logged in the issue tracker as progress occurs

Word Processing and Presentation:

- Google Docs for collaborative documents and drafting deliverables
  - Final version of submittable documents needs to go through Microsoft Word
- Browser version Microsoft PowerPoint for presentations
- Canva / Adobe for graphical design when needed
- Draw.io / Lucid Chart for representational graphs and tables when needed

Composition and Review:

- Each deliverable has a designated lead editor responsible for integrating contributions
- Draft sections must be submitted 48 hours before the editor's deadline.
- Editor merges contributions, ensures consistent formatting, style, and clarity, and circulates the final version 24 hours prior to submission
- Editor is dynamic

Team Self Review

- Self-reviews occur monthly during the final 15 minutes of a scheduled team meeting.
- Each member shares a short self-assessment with the team:
  1. Achievements since the last review
  2. Areas for improvement
  3. Action plan for personal growth and contribution to the team
- Self-assessments are discussed as a group, providing constructive feedback and alignment on expectations using professional language and attitudes