Giga Pixels Team Standards

Doug Peterson
Daniel Garcia-Briseno
Matthew Ostovarpour
Thomas O'Brien

Table of Contents

Team Roles

These are the roles for the team.

Doug - Team Leader

The team member that coordinates task assignments and ensures work is progressing, runs meetings, and sends team meeting reminders.

Daniel - Release Manager

This team member coordinates project versioning and branching, reviews and cleans up commit logs for accuracy, readability, and understandability, and ensures that any build tools can quickly generate a working release.

TJ - Architect

This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.

Matt - Customer Communicator

The team member that coordinates and conducts customer communications.

Everyone - Recorder

This role keeps track of meeting minutes and peer eval discussions.

Meeting Procedures

Meeting Times:

The scheduled meeting times are as follows.
- Tuesday - 2:20pm
- Thursday - 3:35pm (If a Tuesday meeting is missed)

Meeting Agenda:

This will be the generic agenda we will follow.
- Begin with weekly update reports
- Talk about each member's individual goals and assignments, what they're working on, etc.

- Talk about our total progress as a team
- Any other topics brought up by team members.

Meeting Minutes:

The recorder will keep track of meeting points and will push a file to our GitHub repository with the meeting date so we may all have access to meeting information

Conflicting Ideas:

In the event of a disagreement between team members, the team will first attempt to discuss the item of interest. After a discussion the team will take a vote on the topic and we will go with the idea with the most votes.
If there is no majority vote for either idea, then the final result will be determined by a safe game of Nerf Gun Russian Roulette. The team will then take the side of the last man standing

Attendance Policy:

No shows are permitted with or without an excuse to an extent, and meetings may be rescheduled to accommodate a team member's schedule. If a team member continuously skips meetings, then a small intervention will arise where the other team members will confront the problem and determine the next approach.
If a team member is sick they may request that the team have an online Slack or Skype meeting instead of an in person meeting.

Conduct:

Everyone will be held to very casual standards. Team members agree to stay on topic enough to get work done. Any attacks from one team member against another will not be permitted.

Document Procedures

Tools:

These are the tools we will be using for documents and code. Any other tools needed will be added to this document as needed.
- Document Manager - Google Docs
- Version Control - Git with GitHub

- Code Editor - Each team member may use their own IDE without pushing any IDE specific files to the repository.

Formatting:

Every document submitted must follow the same standards as this document.
- 11 point, Arial font for paragraphs. 14 point font for subheadings and 20 point font for primary headings.
- Title page with appropriate title and team members
- Table of contents

Team Self Review

Schedule:

After every assignment due, the team will evaluate their progress and their peers.

Process:

The team will sit down together to have a short meeting to let their peers know where they stand with respect to working together as a team. This session will be as long or short as it needs to be. If anyone has anything negative to say, this is the time to hammer out any major problems the team is having working together.

Documentation:

The team will end each session by writing up a discussion summary detailing any criticism or praise for their peers.