

Team Charter

Members

Chandler Underwood

Stephen Robinson

Matthew Farr

Mission

To clearly and elegantly tell a story through interactive data visualization.

Values

- Strong team communication to prevent conflicts and maintain project focus.
- Understandable and maintainable code through the use of comments, automated tests, and clear git commit history.
- Clear and intuitive user interface for data visualization.

Operation Strategies

- Electronic communications between group members concerning the project shall be responded to in no more than eighteen (18) hours.
- There will be one required team meeting a week. It will take place on Thursdays at 2:30pm in the Shiley computer lab. All team members will be required present unless they have arranged for their absence prior to the meeting. A summary of the meeting will be sent to the absent member.
- The work performed by the team shall always be of what we consider to be 'A' quality work.
- There shall be separate branches in the git repository for different features being added. When a feature has been completed, it shall be pushed to the dev branch, and after rigorous testing pushed to the master branch.
- All code will be documented through comments, tests, and git commit messages as it is produced.

Roles and Responsibilities

- The *Git Grand Master* shall be responsible for creating and maintaining the team git repository. They shall monitor the commits and merges while providing assistance for any conflicts. They shall also perform all modifications to the master branch and affirm that it is always in a quality state.
Role fulfilled by: Stephen Robinson

- The *Documentation Daemon* shall tirelessly work to to assure the quality of code documentation, technical requirement documents, and all other documentation. They shall make sure that they are all clear and correct.
Role fulfilled by: Chandler Underwood
- The *All-Knowing Data Dude* shall be responsible for providing the team with correct data, properly formatted for the project.
Role fulfilled by: Matthew Farr
- The *Code Monkeys* do all the real work and are overly oppressed by upper management and the vile HR department.
Role fulfilled by: Stephen Robinson, Chandler Underwood, Matthew Farr

Protocols

The Commit and Merging Protocol

Commits shall be performed in the following manner:

1. A complete, but minor change to the project shall be made. No partially complete changes or overly large changes shall be made in a single commit.
2. The commit shall be performed on the branch appropriate to the feature being developed. Appropriate tests shall be regularly performed.
3. Commits shall be regularly pushed to the remote repository.

Merges to the development branch from a feature branch shall be made by the main developer of that branch, and only after all test suites have been run on it. Merges must be pushed to the remote repository as soon as they are made.

Merges to the master branch shall be made by the Git Grand Master and pushed to the remote repository after consulting with the team and running all test suits.

Team Member Catching on Fire or Turning into a Zombie Protocol

In the event that a team member spontaneously bursts into flame, they shall be expected to immediately stop, drop, and roll. They shall then be required to notify the team of the delay in productivity in no more than three (3) hours. Team members currently on fire shall be required to extinguish the flame before attending any team meeting.

In the event that a team member becomes a zombie, they shall be required to cease all git activity, and avoid team members. They shall be excused from all future team meetings.