

GPT API - Smart Recipe Generator [App Name TBD] - Team Standards

Alan Chan

Tavner Murphy

Masseeh Safi

Variable	Description	Team Acknowledgment [indicate “yes” for unanimous agreement]
Project Goals	To have a complete and working full stack application, built following the agile methodology. The codebase will be modular, following a microservices architecture.	yes
Asynchronous Communication	Discord, as a backup we will use email.	yes
Synchronous Communication	Discord	yes
Meeting Logistics and Prep	Weekly check-in (day/time TBD). Can be flexible to accommodate work/life schedules. Team members can also request ad hoc calls.	yes
Project Mgmt Tool(s)	Will store project artifacts such as Team Standards and Project Plan in the GitHub repo. Trello for kanban task/feature tracking.	yes
Code Repo	GitHub	yes
Work Quality	Set up Git repo to require one reviewer to approve merge. Develop test suite following TDD (best practice, not required for all features).	yes
Conflict Mgmt	Disagreements on direction of features, team will vote. If there are concerns on contributions or unresponsiveness, after 72 hours will request assistance from instructors. Pull mentor in as-needed for technical direction.	yes

Transparency	If there are any days that you'll be unreachable, let team know as soon as you can. If you're having trouble with implementation, let team know ASAP so we can help.	yes
Team Players	Use Trello to avoid confusion and duplication of efforts. Follow the team's agreed upon project plan and feature tracking. If you suggest any deviations, discuss with team first.	yes

-----ASSIGNMENT DETAILS BELOW-----

Purpose

A description of your team's working rules and expectations has the goal of increasing team performance. The Explorations in Module 2 are designed to help with this assignment.

- *Working in Teams* discusses the importance of setting up standards at the start of every project, and gives examples.
- *Agile Development (refresher)* and *Scrum* discuss ways to manage your project, which should also be a part of your Team Standards.

- *Can and should you use AI tools in Capstone?* establishes a few mostly common sense rules regarding AI tools and your project, which also could and should be a part of your Team Standards. I recommend taking a look.

! Your team should be holding regular planning and standup meetings. Online tools can help with this. I highly recommend utilizing a Kanban-style Task Board, which lets everyone on the team view progress. Trello is one very good option. Github has project management, including [Kanban boards](#)

[Links to an external site.](#)

. For simplicity, Vertex42 has a [Google Sheets or Excel template](#)

[Links to an external site.](#)

that can be used in the same way.

Background Information

One of the most challenging things to do in a group is to set *operating standards*. These might include:

- standards for conduct (ways of communicating and dealing with conflict)
- standards for work (frequency of code checkins, style, code comments, review, quality, potential breaking changes, etc)

When starting in a new position with a well-established team or company, you will usually participate in *onboarding* in order to learn some of these standards. When you are joining a newly initiated team, you will likely need to discuss and create your own set of standards.

Different Tasks, Different Standards

Each assignment or task is different and needs to be thought about on its own. A fully integrated team will be able to infer more and more with new tasks, but it is always helpful to discuss each one.

Set the Standards BEFORE Doing the Task

One of the most important things the group can do is to talk about the standards of the group before they are needed. This discussion should include not only topics such as assignments and other engineering work, but also expectations for group meetings, group conflict, and other more social elements.

Why do it before it matters? Standards vary and are often quite subjective, depending on the group. Discussing standards and expectations before they become problems can help to reduce the time and stress a group might experience when surprises, project-critical decisions, and unforeseen problems arise.

Write It Down

Writing down standards helps remind people what was decided and agreed to. Keeping the list of standards in a common place and referring to it occasionally to make sure that everyone remembers the details. If your group wants to change the standard, make a group decision and change it--standards do evolve.

Instructions

All team members should all participate in this assignment. Consider using Google Sheets or Docs to facilitate coordination. For this activity and submission, you and your teammates will need to create a table for the team. In your table, column one should include the following variables, and column two should include a brief description of the team standard that your team members have agreed upon.

! Each team member must agree to the standards set forth by the group.

1. Project goals
2. Asynchronous communication (tool and how to use).
3. Synchronous communication (tool and how to use). For example: "We will be available on team Discord server while working".
4. Meeting logistics and preparation (roles? responsibilities?)
5. Project management tool(s) (spreadsheet, Github Project, Trello, Monday, Basecamp, Asana, Jira, etc)
6. Code repo (github vs gitlab vs bitbucket?)
7. Work quality (tests? linting? PRs? Pair-programming?)

8. Conflict management (what will you do if there is disagreement on how to proceed?)
9. Other--you decide
10. Other--you decide

What To Turn In

Choose one person on your team to submit this assignment. You should submit an XLSX or PDF file. Do not link to a dynamic document.

Evaluation Criteria

Each Standard above is worth 2 possible points for a total of 20 points possible. Team members will earn the same grade for this assignment.