



## **Team Standards Document**

**October 6 , 2023**

**Project Wilbur**

**Client:**

**Dr. Christopher Mayerl**

**Mentor:**

**Italo Santos**

**Members:**

**Adriel Perez**

**Alexander “Gus” Siegel**

**Nathan Seitz**

**Taylor Nielsen**

## **Introduction**

- This is the team standards document for Project Wilbur. Included in this document are team members and their roles, meeting times, softwares used, and strategies for dealing with non-performance, conflicts, and changes to this or other documents. Its primary purpose is to set expectations for individual team members and expectations for the team as a whole.

## **Team Members and Roles**

Adriel Perez: QA, Coder

- Responsible for reminding team members of deadlines, reviewing items before Canvas submission. Keeps track of assignments and reminders to monitor progress on projects.
- Responsible for writing code on the project.

Taylor Nielsen: Leader, Coder

- Responsible for leading team meetings, ensuring members are getting work done on time, and determining meeting times. Acts as a representative for the team in communications and beyond.
- Responsible for writing code on the project.

Nathan Seitz: Coder, Architect, Recorder

- Responsible for taking notes during meetings and sharing them, will be responsible for ensuring code execution matches planned architecture.
- Responsible for writing code on the project.

Gus Siegel: Coder, Primary ME Interface, Release Manager

- Responsible for primary communication and teamwork between our team and the Mechanical Engineering team. Will be responsible for reviewing, modifying, and accepting pull requests to the repository.
- Responsible for writing code on the project.

## **Team Meeting Expectations**

### Meeting Times

- Team meetings occur on Wednesdays at 3-4pm at the Engineering Building, room is to be determined
- Mentor meetings occur on Mondays at 2pm-3pm at the School of Informatics, Computing and Cyber Systems (SICCS) building, room 227
- Inter-team meetings occur when possible with the Mechanical Engineering (ME) team, weekly times and location(s) are still to be determined
- Client meetings occur when necessary and scheduled as the project progresses
- Impromptu meetings will occur through Discord using voice calls and screen sharing when applicable
- Changing or altering meeting dates requires majority rule, or unanimous agreement depending on situation

### Agenda Structure

- Discuss how each member is doing when it comes to assigned tasks (if needed, shift task(s) to someone else to aid in workload for team member(s)) for the first 5-10 minutes of the meeting.
- Clarify and discuss team member questions or comments for current or upcoming tasks for the next 5-15 minutes
- Plan, review and decide how to distribute tasks for upcoming assignments for the next 10-20 minutes

### Minutes

- Client, team and mentor meeting minutes are to be taken and made available to the rest of the team by the recorder. If other team members take notes they are to be sent to the recorder to combine everything into a single file/document

### Decision-Making Process

- In case of disagreements in design choices, the team would get together to discuss a solution to the conflict by explaining and discussing how the design could be improved/changed according to the difference in ideas presented.
- If there are still conflicts to make a decision after the latter, a 2/3 majority vote would be the way to go to be able to move forward.

## Attendance

- Mentor meetings expect all team members to attend.
- Client meetings are optional for team members.
- Team meetings are optional but members are encouraged to meet once a week.
- Inter-team meetings are optional but members are encouraged to attend.
- If a member is not able to attend or will be late to a meeting, then a valid reason is to be provided to the team to be informed about the situation.
- If a member does not provide a valid reason, then a verbal warning through one of the team's communication platforms is to be used to clarify the reason for absence.
- If a member still does not provide any valid reasons, then the situation will be discussed at the next team meeting.
- If the situation does not improve at all with time, an email will be sent to the team's mentor and the Capstone course professor to discuss how to move forward.

## Conduct

- Be courteous and supportive of team members and check the minutes for information that may have been missed.
- Any conflict involving workload issues should first be handled by the individuals involved. If it is not resolved, then bring it up in a team meeting.
- If the team is divided by differing ideologies or conflict in making a decision, then a discussion with the mentor, course instructor, or client is to be made.
- If a member changes designs without team consent, then a team meeting should be withheld to clarify why the changes were made and why no consent was requested. If conflict is not resolved after a team discussion, then a discussion with the mentor, course instructor, or client is to be made.

## **Tools and Document Standards**

### Version Control:

- The team will be using a Github repository, which will be used to manage and allow team members to access up to date website files, project code, issue tracking and manual documentation.
- Any team member is allowed to commit, create and merge branches only after the team is completely sure that the action is permitted to take place.
- A set IDE or coding platform will not be designated unless we run into issues with compatibility or are unable to solve each other's issues. If we run into this edge case then we will all install and run either VS Code or Visual Studio.

## Issue tracking:

- Issue and task tracking will be managed using a few separate tools. The team activity tracker is to be updated by each member, Sunday night each week. This will allow the team leader to send the issue tracker to our mentor, Italos anytime before the team meeting which is Monday at 2:00 pm. Division of labor for deliverable documents will be discussed in weekly team meetings and documented in meeting minutes.
- We have integrated a task manager into the team's Discord group where we can break down projects and assign them to individuals. The task manager shows who is assigned to which task in the project and when the deadlines are. When tasks are assigned the task manager bot messages the individual with what has been assigned. Each member is responsible for completing tasks assigned to them and checking them off in discord.

## Word Processing and Presentation:

- We will be using Google Docs, Google Sheets and Google Slides for most class deliverables but we are interested in trying to incorporate RMarkdown files into our Github repository as this will help us easily access them in the same place.
- Google Slides are used for presentations and Google Sheets will be used for the activity tracker and any other Excel adjacent deliverables. This will allow all members access to current, up to date deliverables.
- Graphical design projects will likely be done using AI image generation unless we agree as a team on one individual being responsible for designing or hiring a designer for the deliverable. For things like Capstone posters we will use Canva for creation and design.

## Composition and Review:

- We have assigned the role of Quality Assurance to a team member to notify the team about deliverable deadlines and to assist the team lead with keeping the team on track with turning in documents.
- The Quality Assurance person is responsible for reminding the team to fill out the activity tracker the day before it is due. The team lead will be responsible for sending the Activity Tracker to the team's mentor before the weekly meetings.
- The team lead is responsible for looking at the upcoming requirements and documents and discussing them with the group. The team lead is responsible for discussing deliverable breakdown, assigning roles and responsibilities for each team member.
- Rough drafts will be due the meeting prior to the deadline set by our mentor. Rough drafts are a step beyond outlines. Rough drafts must have several sentences per section even if not complete and flushed out it should go beyond bullet points.

- Final drafts should be completed a full 24 hours before the due date, allowing members to review and suggest changes before being turned in.
- The person in charge of the document should be the one to turn it in unless there is an emergency or unforeseen circumstances, in such case any other team member can submit the document.

## **Team Self Review**

- Biweekly, at the beginning of a team meeting, we will have a small, informal discussion about the week and the tasks that were assigned.
- Included in these discussions are things that we thought went well, things that didn't go well, how we felt when working on these things, and things that we want to improve on.
- This is subject to change if the team feels we need a more formal self review.

## **Communication Methods**

### Primary Communication Softwares

- Discord, Microsoft Teams, Email

### Alternative Platforms

- Snapchat, Instagram, Texting (possible)

### Communication with Client and Mentor

- Email, Microsoft Teams with Dr. Christopher Mayerl (Client)
- Email, Discord with Italo Santos (Team Mentor)

## **Changes To Standards**

- This is a living document, anything on here is subject to change. That said, a majority of the group needs to agree on a change before it is made.