



MEMORANDUM

DATE: Wednesday, January 30th, 2008

SUBJECT: CS-486 Team Standards

FROM: David E Smith, SimSolutions Team Leader

TO: SimSolutions;
Dr Kefei Wang, SimSolutions Team Mentor

The SimSolutions official team standards are as follows:

1. Roles

- a. David E Smith is the team leader. He shall coordinate and run meetings, and handle general team organizational tasks.
- b. David E Smith is also the team communicator. He shall coordinate communications between the team and all external entities.
- c. Mike Kasper is the team recorder. He shall keep and distribute detailed notes of all meetings.
- d. Ryan Raub is the team facilitator. He shall ensure a sound and productive meeting structure, and act in a neutral role in disputes.
- e. Ryan Raub is also the team webmaster. He shall maintain the team website.

2. Meetings

- a. The weekly time for all regular meetings shall be 4:00 PM on Wednesdays, unless otherwise agreed.
- b. The first agenda item at all weekly meetings shall be a progress update. There shall be an opportunity to discuss problems and concerns following the progress update. Before the meeting is concluded, future goals shall be set and delegated.
- c. Major decisions must have at least 2/3 consent of the team members.
- d. Minutes shall be posted electronically during or immediately following each meeting.
- e. More than two unexcused absences will result in written reprimand and team mentor notification. Any continued absences, or a single unexcused absence that reflects unprofessionally on the group to an outside entity, will result in disciplinary action and team mentor involvement. Abuse of excused absences will be handled on a case-by-case basis. Flagrant or repetitive tardiness may be treated as absence.
- f. The team will work with the team facilitator to resolve any conflicts. If the conflict cannot be resolved within the group, the team mentor will be called on for assistance.

3. Document Standards

- a. All documents shall be prepared in a format compatible with the Microsoft Office suite. Finished documents shall be converted to PDF for distribution when appropriate.
- b. The team leader shall be responsible for merging individual work into a single document, or delegating this responsibility when appropriate.
- c. Version control shall be handled by Subversion.
- d. Documents shall contain the team logo in the header. Documents shall use a consistent font, and have a professional appearance.
- e. Materials shall be submitted to the team leader at least 48 hours before the submission due date, unless an alternate expectation is agreed upon for that particular assignment. Documents shall be constructed and then made available to the group at least 24 hours before the submission is due for group review.

4. Self-Evaluation

- a. A brief weekly evaluation will be performed during the progress update and problem/concern time at each weekly meeting. Monthly, a more thorough evaluation will be performed.
- b. Weekly evaluations will be freeform. Monthly evaluations will discuss division of labor, participation, communication, completeness of work, quality of work, and adherence to schedule.

5. Behavior/Cooperation Standards

- a. Minor changes to one's own work can be made by any team member. Major changes, and changes that affect the work of others, should have 2/3 consent of the team.
- b. Team members shall respect one another. Incidents that are in violation of this shall be evaluated on a case-by-case basis. "Nough said."