Date: January 23th, 2009

To: Dr. Karen Schairer

From: Babel Squad

Subject: Team Standards

Roles

The following roles have been designated to facilitate the functioning of the team.
- Richard Lester
  - Leader
    - Coordinate the group
    - Ensure the tasks of the group are met.
  - Server Side Developer
- Travis Hudson
  - Webmaster
    - Responsible for keeping the website up to date and productive.
  - Secretary
    - Responsible for meeting minutes.
  - Client Side Developer
- Joe Flieger
  - Quality Assurance
    - Tests products, and formally reviews technical documents.
  - Media Expert
    - Focus on how to handle the media needs of the project.
- Dean Dobransky
  - JavaScript Developer

Meetings

Official team and Capstone meetings are scheduled at 2:30 on Thursdays.

Orders of Business
- Review the progress report submitted by each member.
- Ensure each member is contributing the amount agreed on in the previous meeting.
- Consider any significant problems encountered during development.
- Decisions shall be made with a majority vote.
- Minutes of the meeting will be distributed.

If any of these above topics become a problem the team will work together to find a method that quickly and adequately remedy the problem. Afterward we will assess how this affects our goals for the project and modify them.

A member is expected to attend every meeting unless they have a responsible excuse and may only miss total of three meetings. If an individual fails to participate or acts out of line on three separate occasions, a meeting is to be called with the project mentor to discuss more severe disciplinary action.

Document Standards

Document specifications are as follows.
- Document format: Microsoft Office 2003 .doc.
- Body font: Arial size 10
- Headings font: Arial size 12, bold
- Subheadings font: Arial size 10, bold

The top of the document shall either have a memorandum header or a document title header according to the following specification
- Memorandum Header
    - Double spaced
    - Body font
    - Date line
    - To line
    - From line
    - Subject line
    - Team logo, right justified.
    - Horizontal divider
- Title Header
    - Arial size 14, bold

Version control will be handled via mercurial version control for both code and documents.

Members must deliver their pieces before a time relative to the amount of time given for the report assignment. In the case that the assignment is issued in under two days from the due date, it is acceptable to submit the required pieces two hours before the hour the document is due. In cases where more time is given, a full day is expected.

Formal review shall be performed by the quality assurance member. After the final draft is completed, the quality assurance member or team lead may submit the document. It is then the team leader's responsibility to distribute the document to the client or any necessary third parties.

Self Evaluation

Evaluation will take place at the end of each phase.

These evaluations will consist of a discussion along with a rating scale resembling the ratings which will be given at the end of the semester for grading. Team members will be judged against the completion of their goals according to the tasks they have been assigned, as well as personal cooperation and ability to add value to the final product.

Standards for Behavior/Cooperation

Design changes requires a majority vote in order to alter.

Members are expected to be on time for meetings, and continued lost of productivity can under repeated offenses lead to disciplinary action.

Meetings should be focused, tangents should be avoided, and members are to be respectful to one another.