Team Standards

01/22/2010

Andrew Arminio
Christopher Austin
James McCauley

Roles

1.1 Leader

All team members will equally share the role of Team Leader.

- On standard Thursday meetings, anything brought up by a team member will be discussed to completion prior to other topic discussions.

- On all other meetings, if any team member has a limited amount of time for the meeting, then the topics brought by the team member who initially called the meeting will hold priority.

1.2 Communicator

James McCauley is assigned the role of Communicator.

1.3 Recorder

Andrew Arminio is assigned the role of Recorder.

1.4 Facilitator

Christopher Austin is assigned the role of Facilitator.

Meetings

2.1 Scheduled Meetings

- A weekly meeting will be held every Thursday during normal class hours, with the Team Mentor present, to talk about what has been done during the past week, as well as any other topics that arise.
- In addition, each team member must keep the standard class hours free on Tuesdays for meetings deemed necessary by at least two of the team members.
- Any other emergency meetings will be coordinated by all three members of the team.

2.2 Standard Agenda

- First, any questions for the Team Mentor pertaining to documents/assignments due will be discussed.
- Second, questions for and answers from the client will be discussed.
- Third, schedule assessment. (e.g. Are we on schedule? Does the schedule need to change? etc.)
- Fourth, discussion over implementation.
- Fifth, any issues with team performance, either individual based or pertaining to the entire group, will be discussed.

- The meeting will close with any miscellaneous questions of statements.

2.3 Decision Strategy

- Task assignment will be volunteer based.
- Any disputes among team members will be settled via a 2 out of 3 majority vote.

2.4 Minutes

Team Minutes will be posted on the team forum and/or the team wiki (as appropriate) within 36 hours of any meeting.

2.5 Attendance Rules

- Missing any Tuesday or Thursday meeting without some form of communication (forum post, email, etc.) will not be tolerated and result in up to a 5 point reduction on the next peer evaluation.
- Each team member is allowed 1 informed Thursday meeting absence without penalty, and 3 informed Tuesday meeting absence without penalty. The next informed absence will be left to the discretion of the other team members, but will result in up to a 5 point reduction on the next peer evaluation.
- There is no attendance policy for emergency meetings.

2.6 Conflict Resolution Strategy

Any and all disputes will first be settled through mediation. A 2 of 3 vote will be called if no compromise can be found. If the decision of the vote is not adhered to, the rebellious team member will receive up to a 10 point reduction by each of his team members on the next peer evaluation.

Document Standards

3.1 Word Processor Version

A combination of the team's wiki and forum will be used as the standard Word Processor. This will allow for maximum team coordination and contribution. Any other forms of collaborative word processing will be done on a case by case basis.

3.2 Coordination

- By default, all team members will contribute to all team documents.
- Individual document sections can be assigned via volunteering.

3.3 Version Control

The team wiki will serve as both word processor and version control system for team documents. Whatever is on the wiki will be considered to be the current version of the document.

Only source code and other assets related to the project itself (as opposed to administrata) will be kept in the team Subversion repository. Documents should not be entered into the repository without good reason.

3.4 Format

When finished, documents will be transferred from the wiki to a MS Word 2003 document (.doc). Finished documents should generally hold to the following look and feel, though exceptions may be made on a case by case basis.

- The team logo will appear on the first page of all documents.
- Code snippet in documents should be in a mono-type font face
- Memo length documents should have the following format:
    - Sans-serif font for both headings and body text
    - No cover page
    - Team logo in the top right corner of the first page
- Longer documents should have the following format:
    - Sans-serif font for headings and a serifed font for body text
    - Cover page with:
        - Team Logo
        - Name of document
        - Date
        - Team member names
    - Documents over ten pages long should have a table of contents (shorter documents may have a table of contents if needed)
        - Use the same font face in headings as in the document body

- List no more than two sections deep

3.5 Review Process

Documents edited on the wiki should be periodically reviewed by all team members. Any issues with the document should be brought up either in the thread in the team forum dedicated to that document, or on the discussion page. Any work done "off-line" should be transfered to the wiki at least 24hrs before the deadline for team review. When all team members are satisfied with the document it will be formated as outlined above and attached to the relevant thread in the team forum.

Self Evaluation Method

4.1 When

Self evaluation will take place weekly in an informal manner.

4.2 How

The self evaluations will be done via informal discussion during team meetings. Input from fellow team members will be sought upon the discretion of each individual.

Standards for Behavior

5.1 Design Changes

- All major design changes must first be discussed with James McCauley. If the change is made, the third group member will be informed of the decision.
- If a disagreement arises over major design changes, the team will hole a 2 of 3 majority vote to make the final decision.
- Disagreements over code implementation will be handled case by case.

5.2 Meeting Behavior

Due to the level of maturity within Team NOX, meeting behavior guidelines will not be specified unless issues arise.