

User System of Astrogeology Technologies
(USAT)



Team Standards

CS486C Senior Capstone Project

Mikal Ustad, Kyle Andrew McGinn, Zack Ellett, Megan Backus

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This document is a compilation of the USAT team's standards/bylaws decided on by the team. The contents of this document will be used to establish the roles of team members, time and organization of meetings, standards of documents, team self-evaluation methods, and standards of behavior. All content of this document is subject to change with majority consent and a one week notice.

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1. Roles

This section includes roles as determined by team members. Roles specified here are guidelines each team member can be asked to aid in some responsibilities of each role if necessary.

1.1. **Team Leader** – Kyle McGinn

- 1.1.1. Coordinate meeting time and structure
- 1.1.2. Running meetings effectively.

1.2. **Communicator** – Kyle McGinn

- 1.2.1. Communication with project sponsors through email, instant message, or phone.
- 1.2.2. Primary communication with project mentor.

1.3. **Recorder** – Mikal Ustad

- 1.3.1. Keep detailed notes of meetings.
- 1.3.2. Distribute notes to team members.
- 1.3.3. Catch up members who missed team meeting.
- 1.3.4. Maintain project checklist.

1.4. **Facilitator** – Zack Ellett

- 1.4.1. Resolve disputes between group members.
- 1.4.2. Help team leader maintain proper meeting structure.

1.5. **Webmaster** – Zack Ellett

- 1.5.1. Initial website design.
- 1.5.2. Additional website maintenance and upkeep.

1.6. **Design/Technical Lead** – Zack Ellett

- 1.6.1. Research interface design directions for project as a whole.
- 1.6.2. Research technical capabilities and feasibility of implementation ideas.

1.7. **Primary Document Review** – Megan Backus

- 1.7.1. Perform initial review of all documents content and format.
- 1.7.2. Organize versions of documents.
- 1.7.3. Keep track of which versions are approved by which team members.

2. Meetings

This section specifies when and where standing meetings will occur as well as establishes a standard agenda for all meetings.

2.1. Weekly Meeting Times

- 2.1.1. Mentor Meeting
 - 2.1.1.1. Day – Thursday
 - 2.1.1.2. Time – 2:50pm to 3:50pm
 - 2.1.1.3. Place – Rm. 218, Bldg 69
- 2.1.2. Group Meeting
 - 2.1.2.1. Day – Saturday
 - 2.1.2.2. Time – 3:00
 - 2.1.2.3. Place – Engineering building computer science projects room
- 2.1.3. Additional Group meetings
 - 2.1.3.1. If needed, after meeting with Dr. Otte on Thursday.
- 2.1.4. Sponsor Meeting
 - 2.1.4.1. 1/25/2012

2.2. Standard Agenda

- 2.2.1. Report on progress since previous meeting.
- 2.2.2. Review current state of project.
- 2.2.3. Self-evaluation
- 2.2.4. Discuss changes to schedule based on current progress.
- 2.2.5. Determine new assignments for each team member.

2.3. Decision Strategy

- 2.3.1. If unanimous agreement is not possible bring to a vote.
- 2.3.2. If vote is a tie determine whether it is an important enough decision to ask mentor.
 - 2.3.2.1. If it is contact Dr. Otte.
 - 2.3.2.2. If it is not, rock paper scissors breaks ties.

2.4. Minutes

- 2.4.1. Meeting minutes will be kept in a Google Doc so all team members will have access to them at all times.
 - 2.4.1.1. Document will include
 - 2.4.1.1.1. Report of what was covered in meeting.
 - 2.4.1.1.2. Noted changes to project checklist.

2.5. Attendance Rules

- 2.5.1. Advanced Notice or Valid Excuse
 - 2.5.1.1. No penalty
 - 2.5.1.2. Member still responsible for tasks
- 2.5.2. No Notice Given
 - 2.5.2.1. One absence with no penalty
 - 2.5.2.2. Following absences 5 point penalty on peer reviews distributed between other members.
 - 2.5.2.3. Additional penalty determined by rest of the group based on circumstance.

2.5.3.Late

- 2.5.3.1. No penalty until it becomes a problem then amendments can be made to this document to give notice to offender.

2.6. Conflict Resolution

2.6.1. Personal conflict between team members

- 2.6.1.1. Bring to the attention of the rest of the group and attempt to resolve.
- 2.6.1.2. If team is unable to resolve all parties seek advice of mentor together.

2.6.2. Divided team

- 2.6.2.1. Use Decision strategy procedure.

2.6.3. Nonparticipating members

2.6.3.1. Depending on situation.

- 2.6.3.1.1. First step team leader discusses issue with member.
- 2.6.3.1.2. Second step discussion with whole team present.
- 2.6.3.1.3. Third step discussion with whole team and mentor at mentor meeting.
- 2.6.3.1.4. Further action TBD.

2.6.4. Unapproved design changes

- 2.6.5. Actions taken determined by situation and team leader or team facilitator.

2. Document Standards

This section describes how team documents will be handled.

2.1. Word Processor

2.1.1. Microsoft Word 2007 or 2010

2.1.2. File type .docx

2.1.3. File naming standard

2.1.3.1. USAT_<Document Name>_<Version Number>_<Last editors initials>.docx

2.2. Coordination and Review Process

2.2.1. Google Docs will be used for combining all content.

2.2.2. Copy content to Microsoft Word for formatting and review once all content is provided.

2.2.3. Upload to Dropbox for team review after initial formatting and review is complete.

2.2.4. Once approved by all team members it is considered ready to submit.

2.2.4.1. If approval is not given twelve hours before deadline it can be submitted without that member's approval if need be.

2.3. Version Control for Documents Only

2.3.1. Naming standard

2.3.1.1. Version Number will keep track of versions.

2.3.1.2. Editor's initials will keep track of concurrent version changes.

2.3.2. A Readme file will be included with version changes.

2.3.3. Dropbox folder for each document will contain all previous versions for rollbacks.

2.4. Format

2.4.1. Font: Calibri

2.4.2. Size: 11

2.4.3. Page Numbers: Bottom right

2.4.4. Cover page: See cover of this document.

2.4.5. Table of Contents: See Table of Contents of this document.

3. Standards for Behavior/Cooperation

This section addresses the expected behavior of team members involved in the project.

3.1. Design Changes

3.1.1. All team members are allowed to make design changes.

3.1.2. The decision whether a change in design is big enough to need approval from the team will be left to the member who is making the change.

3.1.3. If they decide that they need to get approval they can do it through a group email or request an extra meeting if it is vital to the completion of their task for that week.

3.1.4. If it becomes an issue this document will be amended.

3.2. Meeting Behavior

3.2.1. For now no specific procedures for meeting conduct.

3.2.2. If in our self-evaluation we feel we need to develop some we will amend this document.

4. Self-Evaluation Method

The team will evaluate itself once a week on the weekend meeting. These evaluations will start with each member evaluating their own progress for that week. Then the whole team will discuss if it is working and any changes that need to be made to improve itself. Ideally we will be able to just use open discussion to accomplish this effectively, but if we find it is not working we will amend this document to use different methods.