**chronoview**

# Team Standards Document

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# Abstract

This document establishes standards for Team Chronoview. The standards outlined here-in establish roles of team members, guidelines for writing team documents, and etc. This team standards document is critical to the team's ability to work efficiently and effectively. With it, the team will have greater success communicating and cooperating.

# Roles

### Leader

Shea Orr : Meeting coordinator and conductor.

### Communicator

Scott Seward : Responsible for communications between team and outside entities.

### Recorder

Mark Brownell : Keeps and distributes detailed notes of all meetings and maintains the team notebook.

### Facilitator

Adam Richards : Ensures a sound meeting structure and assumes a neutral role in order to resolve any disputes.

# Meetings

### Weekly Meeting

Thursdays from 2:20 P.M. until 4:00 P.M.

### Standard Agenda

At the beginning of each meeting, team members are allowed to voice any concerns they have with other team members, work completed or not completed and their expectations of future progress. Members can also voice their self evaluations at this time. Team members will report on their individual progress. Difficulties may be discussed with all team members so that the team can resolve issues and move forward each week with new and manageable tasks. Future deadlines are discussed and work is distributed to team members. The team will discuss how each task can be accomplished in the given week and discuss any foreseeable difficulties with their individual tasks.

### Decision Strategy

The team will attempt to maintain an open atmosphere where any member is free to propose ideas and concerns to the group. Any proposed changes must be agreed upon by the entire team before they can be put into effect. Abstaining from a decision is counted as following the majority opinion on a decision.

### Attendance Rules

Group meetings are considered mandatory for all members of the group unless prior notice has been given to every member of the team at least 24 hours ahead of time. If a member is not able to attend a meeting then the meeting may be rescheduled to fit the schedule of all members. In the event of a rescheduled meeting, the meeting of the following week will occur at its normally scheduled time (Thursdays at 2:20 to 4:00). In the event of one absence of a group member they will need to explain in person at the next meeting the reason for their absence. All work that had been distributed to them the week before is still expected to have been completed on time. After the absentee explains their reason for absence each group member has the opportunity to voice their personal concerns regarding the absence, if they have any. In the case of two or more absences by the same person, the rules from the first absence are used, however each team member is then required to state concerns directly to the absentee regarding their lack of attendance. A stated concern may be short, but it is required. All group members must be present during this communication and it will occur at the beginning of the next meeting after the absence. Tardiness to meetings is also not permitted. Two occurrences of being 10 or more minutes late to a meeting will be considered an absence.

### Conflict Resolution Strategy

Interpersonal disputes can be voiced to the team at the beginning of a meeting so that the whole team can be informed about what issues are thought to exist in the team. Issues can be discussed and sorted out in a group discussion atmosphere. If issues are discussed as a group but remain unresolved then they can be voiced to the team mentor for advice on how to approach the problem.

## Document Standards

### Word Processor Version

Individual software types is not regulated however all documents that are to be submitted to the client, mentor, or to be posted on the web page will be in *doc* format. We will not use *docx* as it is not as portable or compatible with non-Microsoft office applications.

### Coordination

Team documents are assigned by an as needed basis.

### Version Control

Version control will be handled through the use of subversion software. We will use a service provided by assembla.com to host the directory used for version control. Non-software and documents

will be controlled through the use of a shared Dropbox account.

### Format

All documents that are to be printed or submitted to the client or mentor will use ***11 point size Calibri*** font. Indentation and font size variations will be used in most cases when numbering and bulleting is not used. As with this document, large, main sections of a document will use ***14 point size, bold faced, Calibri*** with no indentation. Sub sections will be in ***12 point size, bold faced, Calibri*** with one tab space for indentation.

When page numbering is required, numbers will be placed at the bottom center of each page, not including the cover page when present.

Cover pages will include the title of the document, team logo, names of all group members, and names with tags to identify the client and mentor.

### Review Process

All documents that are indented for submission to the client or mentor will be posted onto the Dropbox account so that every member is allowed to view and edit the document before submission. A draft should be available for review at least 24 hours before the submission deadline so that members have adequate time to review and confirm the document.

## Self Evaluation Method

### When

Self evaluation should be discussed at the beginning of each meeting. Team members should present any concerns with their work to the group and ask for help from others. Some concerns may be, being assigned a task which is out of the scope of your skill level and may require time for research and learning before the task may be completed. Being assigned more work than can be realistically accomplished in a week or work that is too simple and easy.

### How

These reviews will take the form of an informal discussion. If the self evaluations are lacking and concerns are not discussed between team members then a mandatory group discussion may be called in a similar fashion to the methods for group conflict resolution.

## Standards for Behavior/Cooperation

### Design Changes

Any changes to the design of the project or this document must be agreed upon by group consensus. If a design change is proposed to the project it must then be approved by the client and perhaps the mentor as well to ensure that all parties are in agreement to the changes being made.

**Meeting Behavior**

Meetings should maintain a professional work atmosphere during the scheduled meeting times. Any discussion before or after scheduled meeting times is unrestricted. Interruptions to others speaking should be minimal and courteous and all group members should respect others time to speak regarding any topic during a meeting. If conversation drifts off topic then any member is allowed to interject and suggest that discussion remain project related.