

Team Standards

Keven Abbott
Tyler Crouse
Kiana Delventhal
Liam Westby

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1 Introduction

This document describes how our team will work together on the File-Mate 1500. We achieve this by designating roles for each of our team members, defining how meetings will be run, and standardizing how documents will be handled.

2 Team Roles

2.1 Job Descriptions

Architect The architect is responsible for enforcing and regulating the core architecture described during the design of the project.

Customer Communicator The customer communicator is responsible for interfacing and communicating with the customer, addressing questions and concerns that may arise.

Team Leader The team leader is responsible for coordinating and assigning tasks as well as their deadlines.

Recorder The recorder is responsible for documenting decisions made during meetings as well as documenting progress reported during meetings.

Release Manager The release manager is responsible for managing project versioning and branching, while ensuring commit logs are clean and concise.

Webmaster The webmaster is responsible for construction and maintenance of a team website that houses important information relating to the project.

2.2 Job Assignments

Keven Abbot Architect

Tyler Crouse Customer Communicator

Kiana Delventhal Team Leader, Recorder

Liam Westby Release Manager, Webmaster

3 Meeting Procedures

Meeting Times Meetings will be on Fridays at 11am in the engineering building. Additional meetings will be discussed and scheduled as necessary.

Agenda Structure All meetings begin with the short self review process where members discuss their own progress and goals. Next the team leader will lead discussion about deadlines and progress. We will then assign tasks and goals for the week and finish with any unresolved issues.

Meeting Minutes The meeting minutes will be recorded by Kiana Delventhal. This will include project discussion, assigned tasks, and progress.

Decision-Making Procedures For issues that cannot be resolved through conversation a vote will be taken where at least three members must agree. If that cannot happen the team leader is responsible for the final decision.

Attendance Attendance is mandatory but if a member needs to miss they should compose a short (half a page) summary similar to the self review process. This should be emailed to the team prior to the meeting so it can be discussed. After the meeting the minutes should be sent to the absent member.

Conduct Team members shall be respectful to each other as well as anyone else involved in the project.

4 Document Procedures

Tools We will use NAU's hosted Google Drive for document collaboration and versioning. Documents will be finalized using a more advanced tool such as Microsoft Word or LaTeX.

Version Control The source will be in a distributed repository. Git is the preliminary choice, hosted on Github; if requirements prevent us from using these, we will seek alternative arrangements.

Formatting All documents will include a cover page, and any that are more than a few pages long will include a table of contents. We have selected a template for deliverable documents which we will use going forward.

Composition and Review We plan to have the text of a document finalized at least 24 hours before its due date, which will allow ample time for finalizing the format.

5 Team Self-Review

Schedule We will review team performance at every team meeting. The review process will be short, no more than two minutes.

Process We will have an informal discussion where team members discuss their own performance. In particular each team member should discuss one area in which they did well or met their goal and one area in which they could improve.

Documentation The team self-review will be summarized in the meeting minutes document.