Team Standards

Pilot Training Results Posting Website

Team Name - The Aviators

Team Members:

Charles Chavez

Mark Malone

Dillon Postgate

Hasini Wickramasooriya

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Introduction
In this document, we outline the process for completing our project. We identify what each team member is responsible for in the team role section. The way we handle our meetings is identified in the meeting procedures section. Our documenting procedures are listed after the meeting section with how and what we will be documenting. At the end, our self-review section goes over how we will criticize our development.

Team Roles

- *Team Leader*:
  - **Mark Malone**
  - The team member that coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts. If you do not volunteer or are not selected to be a team leader, remember that you will have to learn to accept your leader's leadership and remember that not all battles are worth fighting.

- *Customer Communicator*:
  - **Mark Malone**
  - The team member that coordinates and conducts customer communications.

- *Faculty Advisor Contact:*
  - **Charles Chavez**
  - Will communicate with Dr. Otte, the faculty advisor for this project, on the status of the project and any other subject that needs to be discussed for the project.

- *Recorder*:
  - **Hasini Wickramasooriya** will be in charge of recording and taking detailed minutes.
  - This team member maintains detailed meeting minutes.

- *Web Developer*:
  - **Charles Chavez**
  - This member will keep our internal project web-page up to date.

- *Architect*:
  - The member assigned to this role is **Dillon Postgate**.
  - This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.
  - The primary goal here is to build the product correctly with accordance to the sponsors needs.

- *Release Manager*:
  - **Hasini Wickramasooriya**
  - This team member coordinates project versioning and branching, reviews and cleans up commit logs for accuracy, readability, and understandability, and ensures that any build tools can quickly generate a working release.

Meeting Procedures

- *Meeting Time*: Tentatively set for sometime over the weekend, and on Tuesdays after capstone.

- *Agenda Structure*: All meetings will begin with a 2 minute update report from each member on their activities since the last meeting. We will go over any issues, or concerns at this point. Then, we'll go over anything that we plan on accomplishing before the next meeting. Any additional comments or questions will be addressed at the end of the meeting.

- *Minutes*: Our recorder, Hasini, will document the minutes of our meetings, and we'll post them to our shared dropbox folder.

- *Decision-Making Process*: We are going to go with a majority vote system, and in cases of a tie, Mark, the team captain, will have 2 votes. Any large-scale issues will be brought up in the weekly meetings.

- *Attendance*: We're going to go with an honor system. We will notify other team members if we can't be there or if we're going to be late. Issues may arise when team members consistently miss capstone time. In this case, we will contact our instructors and take further action then. We don't anticipate any issues in this area.

- *Conduct*: Everyone will get the chance to voice their opinions without interruption. W

Document Procedures

- *Tools*:   For producing documents, the team has decided to use google docs for easy collaboration. We will archive the documents by pasting the information into a word doc and saving it to our dropbox. A possible alternative might be posting our documents and code to github for versioning and backup needs.

- *Version Control*:
  - For documents, Google Docs and dropbox and a possibility of only github.
  - For code, we will use github for our version control.

- *Formatting*:
  - We are going to create some templates for our various types of documents, and then we can then upload them to Dropbox, Github, or Google Docs.

- *Composition and Review*:
  - We will coordinate our assignment due dates with our weekly meetings and assign projects as necessary.

Team Self-Review

- *Schedule*: Once our requirements document is finished, we will update and evaluate our goals in our weekly meetings. The goals will be based on the specifications of the project and the requirements document.

- *Process*: This will be an informal once-a-month meeting where we will go over the process and decide if we are working efficiently or not.

- *Documentation*: We will use our template files to write the specifics of our various self-reviews.