Northern Arizona University

Team Standards Document

Bit Tag

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CS 476

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Introduction

This document exists in order to detail how we, as a team plan, to conduct ourselves. This project will rely heavily on our ability to work as a team so naturally defining our roles, meeting procedures, document procedures, and team self-review, will be key in success. In this document, we will discuss each of these elements in detail.

Team Roles

Joshua Frampton - Team Leader
- Responsible for conducting meetings
- Coordinates assignments
- Resolves conflicts
- Line of communication to the mentor

Jun Rao - Customer Communicator / Recorder
- Coordinates and conducts customer communications
- Maintains detailed meetings minutes

Alaga Temitope - Team Architect
- Ensures that software implementation matches the planned architecture and will make any code changes that may be necessary.

John Dance - Release Manager
- Will coordinate project versioning and branching, make sure commit logs are accurate, readable, and understandable.

Meeting Procedures

Meeting Time
- Tuesdays at 3:00PM

Agenda Structure
- Each meeting will begin with a basic progress report, this will detail all accomplishments and progress since the previous meeting and any questions or issues.
- Then we will go over any updates to assignments or sponsor questions/concerns.
- Finally any questions can be fielded.

Minutes
- Minutes will be documented online in a google doc catalogued by date.

Decision Making Process
- Decision making will be done as a group. If a consensus cannot be reached immediately, a 2/3 majority can make the choice.

Attendance
- Attendance is expected if a team member has committed to the time already. Sometimes things come up, yet we expect a group member to give prior notice if they know they won't be able to make the meeting.

Conduct
- Although meetings will be informal, they should be structured in such a way that all meeting content is discussed and decided on in a timely manner.

Document Procedures

Tools
- Google Docs will be used for all documents generated for assignments as this makes collaboration much easier.

Version Control
- For documents again we will use Google Docs. For code version control we will be using Github.

Formatting
- This document is going to be representative of the format we intend to use for future documents.

Composition and Review
- At the minimum, we should have all content finished the night before the due date so we can give ourselves enough time to review and put our work together.

Team Self-Review

Schedule
- Monthly review times to talk about our progress made on our progress and we can provide each other with constructive criticism to prevent miscommunication and make our project a smoother process.

Process
- This should be an informal discussion reviewing each team member in their roles and this will prevent miscommunication.

Documentation
- This will be included in a separate page on our minutes document.