



Team Standards

September 29th 2016

Five Pixels

Sponsor:

Joy Knudsen

Faculty Mentor:

Dr. Mohamed Elwakil

Team Members:

Brandon Garling

Xiangzhi Cao

Matthew Nielsen

Mohammad Alsobhi

Clarissa Calderon

Overview

The purpose of this document is to clearly identify standards set forth by the team in regards to member roles, meeting expectations, tools and document standards. Member roles include the responsibilities of each team member and a main key role that team member will play throughout the duration of the project. The meeting expectation section specifies how team meetings should be ran as well as time and location of the meetings. Tools and document standards specify the software tools that we will use throughout the duration of the project. The standards identified in this document should be followed whenever possible.

Team Members and Roles

The following roles will persist throughout the duration of the project. These roles are not exclusive responsibilities, instead these are lead responsibilities. Each member will still contribute outside of this lead responsibility and should assist each other if assistance is needed.

Team Leader - Brandon Garling

The team leader is responsible for ensuring that progress is made on the project as well as resolving any conflicts that may occur in the team. The leader should ensure that all team members are able to work without roadblocks, and help alleviate roadblocks where necessary. If any roadblocks should occur that cannot be handled by the team leader, the issue should be taken to the team mentor for further insight and direction.

Editor - Clarissa Calderon

The editor is responsible for ensuring that all documents and presentations are cohesive and correctly formatted. They should add comments to documents and presentations where necessary and inform the member who contributed the commented on section that they need to make the appropriate changes to their contribution as soon as possible.

Recorder - Mohammad Alsobhi

The recorder is responsible for taking meeting notes and making them available to everyone in a timely manner. They should ensure that meeting notes are comprehensive and well organized.

Customer Communicator - Matthew Nielsen

The customer communicator is responsible for directly engaging the sponsor on behalf of the team. They should take lead on discussions that occur between the team and the sponsor.

Release Manager - Xiangzhi Cao

The release manager ensures that code being committed to the remote repository is clean and that a good commit history is being maintained. If any issues arise from commits they should

inform the member on Slack and try to resolve the issue, if the issue persists it should be brought up at the next internal team meeting.

Team Meeting Expectations

Internal Meeting Times

Standard internal team meetings will occur Sundays at noon (12:00 PM) for an hour at the engineering building or through Skype unless more than half the team cannot attend at which point the meeting will be pushed to a different unanimously agreed upon time and location.

Internal Agenda Structure

Each internal meeting begins with a brief standup in which each member summarizes their progress made since the last team meeting followed by normal meeting discussions about upcoming tasks and outstanding action items as well as creating any course correction action items if needed.

Minutes

Weekly meeting minutes will be recorded by the recorder (Mohammad) and made available on Google Docs under the appropriate meeting type folder using the template provided on Google Docs no later than 24 hours after the meeting occurs. A scanned in hand written sheet of notes scanned into the appropriate directory will also suffice if this method is preferred.

Decision-Making Process

Conflicting decisions will be taken to a vote with majority rules ($\frac{2}{3}$).

Attendance

If a team member cannot attend a scheduled meeting that team member will have to inform the rest of the group at the internal team meeting prior to the missed meeting, along with remote availability. With required notice given, meeting absences will be handled on a case-by-case basis. If a team member is absent without excuse, the first offense will result in the team leader speaking with the absent individual about how we can make sure they do not miss any more meetings unexcused. Every offense after the first will be recorded and counted against the individual's peer reviews.

Conduct

Meetings will begin promptly at the time agreed upon. Non-constructive actions and interpersonal disputes will firstly be handled at the lowest level. If not solved, it will be brought to the meeting for the team to discuss. If still not solved, the issue and the team will be brought to the faculty advisor for counselling.

Tools and Document Standards

Version Control

For version control we will use Git and augment GitHub for our code repository. With this team members can make a branch, checkout that branch, make changes, push changes on that branch back up to GitHub, then merge that branch back into the remote master branch.

Issue tracking

Trello will be leveraged for issue tracking and assignment. This will allow us to track our progress throughout the semester and easily get a comprehensive burndown chart at the end of our project that would show our progress through the semester.

Word Processing and Presentation

Google Docs will be used for document editing and presentation creation. This platform allows us to all work together on the same documents without having to worry about directly merging documents together.

Composition and Review

Individual assigned pieces of documents and presentations should be done at least 48 hours before the due date. The editor will review the documents and presentations and make necessary changes to ensure a cohesive, well flowing document is the final result. If needed, the editor may notify the individual to update their contribution if major changes are necessary. The individual will need to update their contribution as soon as possible, or contact the rest of the team for assistance. The editor should have a working “final” document complete at least 24 hours before the due date for final review by team members and our mentor before submission.

Communication

General internal team communication should be done through Slack. Each team member is responsible for keeping up to date with Slack communications, these should be checked at least once a day. If possible the Slack client should be installed onto each team member’s mobile device so members are never out of the loop and can still obtain status updates from the Slack channel.

Team Self Review

Team self reviews will occur every meeting after the brief standup discussion. Self review will consist of a verbal critical evaluation of the member's accomplishments and shortcomings by the member as well as a brief discussion on ways to improve.