Team Standards

Team Anubis

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Sponsor:
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on behalf of the NAZ Animal Welfare Task Force

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Introduction

This document exists in order to detail how we as a team plan to conduct ourselves over the course of this project. This project will rely on our ability to work as a team, so this document also serves to define our roles in the project. It also sets the standards for documentation, meeting procedures, and team self-review. In this document, we will discuss each of these elements in detail.

To provide some background information, our team name "Anubis" was chosen partly due to the fact that Anubis is considered a "canine god" and that seemed fitting and interesting given the context of the project. In ancient Egyptian religion, Anubis is responsible for guiding souls to a new life, and we saw this as similar to how we are potentially giving new homes and lives to animals in need through the pet adoption tool we will be creating.

Team Members and Roles

Roles related to coding will be assigned once we are more familiar with each others strengths and weaknesses regarding programming. For now, we have only assigned general roles related to team conduct.

Frankie Berry - Editor

➢ Responsible for finalizing documentation.
➢ Clarifies any unclear writing.

Steven Gruenewald - Recorder

➢ Maintains detailed meeting minutes, recording information such as the date and time, attendance, and issues discussed.

Marjorie Hahn - Team Leader / Customer Communicator

➢ Responsible for planning and conducting meetings.
➢ Coordinates assignments.
➢ Resolves conflicts.
➢ Line of communication to the team mentor and sponsor.

Riley Shelton - Architect

➢ Responsible for ensuring that core architectural decisions are followed during implementation.

Matthew Siewierski - Release Manager

➢ Coordinates project versioning and branching, reviews and cleans up commit logs for accuracy, readability, and understandability.
➢ Ensures that any build tools can quickly generate a working release.

Team Meeting Expectations

Meeting Time

➢ We will have a meeting with the team's Faculty Mentor every other Monday at approximately 6:45pm.
➢ We will have a group meeting every other Monday during the Spring and weekly during the fall at approximately 7:00pm. We will plan to meet more often if necessary.

Minutes

➢ Minutes will be documented online in a Google doc catalogued by date by the recorder.

Agenda Structure

➢ All meetings will begin with going around the room to talk about any issues or concerns that any member may have.
➢ Next, we will go over any comments that the mentor may have.
➢ Finally, we will discuss what needs to be accomplished by the next meeting time.

Decision Making Process

➢ Decision making will be done as a group. If a consensus cannot be reached immediately, a majority vote can make the choice. If this does not resolve the issue, the mentor will be consulted.

Attendance

➢ Attendance is expected if a team member has committed to the time already.
➢ If something comes up, team members are expected to give prior notice if they know they will not be able to attend the meeting.
➢ We will record dates that team members will be out of town beforehand and plan meetings accordingly.

Conduct

➢ Meetings will be held in an informal manner, though they should be structured in a way that allows for discussions and decisions to be made in a timely manner.
➢ Disputes between team members will be brought to the team leader as soon as possible. Then, the team leader will facilitate a discussion to resolve the dispute.
➢ If an issue with a team member becomes habitual (not attending meetings, not responding to messages, not contributing, etc…) and discussions with the team leader do not solve the problem, then we will discuss solutions with the team mentor.

Documentation Procedures

Tools

- ➢ Google Drive
  - ○ Where everyone will write and edit assignments, team deliverables, and other miscellaneous documents.
  - ○ The lead editor will ensure that large assignments are cohesive and well put together before submission.
- ➢ Draw.IO and LucidChart
  - ○ Will be used for creating diagrams and charts for software design.
- ➢ Powerpoint
  - ○ Will be used for creating simple, elegant, and uncluttered presentations as required for design reviews and draft/final Capstone presentations.
- ➢ Adobe Systems
  - ○ Photoshop and Illustrator will be used for creating graphic and other design elements, such as the team logo.
  - ○ Dreamweaver will be used as a tool to aid in building and uploading our capstone website to CEFNS.
- ➢ Filezilla
  - ○ Will be used for uploading files to a remote web server
- ➢ XAMPP
  - ○ Will be used for hosting the web server locally.
- ➢ Slack
  - ○ This application will be the main method of communication between our team members.
  - ○ We will also integrate other applications that we use into slack (such as github and Google drive) when possible.
- ➢ Trello
  - ○ We will use this application for project task management.

Version Control

- ➢ Github
  - ○ Code version control with detailed commit messages.
  - ○ Be careful not to commit sensitive material such as passwords.

- ○ Make atomic commits if necessary to aid in tracking down bugs later on.
- ➢ Google Drive
  - ○ Will be used to allow the team editor to review recent changes made to documents by other team members.

Team Self Review

Schedule

- ➢ We will have bi-weekly review times in the Fall, and weekly review times in the Spring. These sessions are intended to discuss our progress made 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 and productivity in their respective roles.
- ➢ During this process, we will ensure that each team member fully understands the task that they should be performing.

Documentation

- ➢ Verbal and self documentation for use in meeting, long term storage is left to the individual team member.