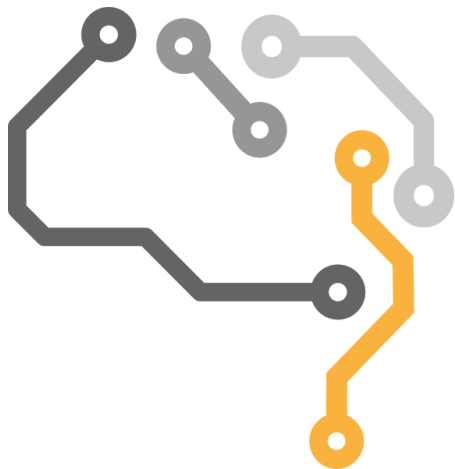


Team Standards

Date: 9/21/2017

Project sponsor: Barbara Jenkins

Team faculty mentor: Ana Steinmacher



**BRAINSTIM
STUDIOS**

Vincent Messenger (Lead)

Anderson Moyers

Jennie Ryckman

Nathan Franklin



Introduction

This document details team standards that will be followed throughout the duration of the project. It includes information on team members and roles, team meeting expectations, standards for tools and documentation, and the team self review process.

Team Members and Roles

- Vince Messenger
 - Team Leader: The team member that coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts, communicates with customers.
 - Release Manager: 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.
 - Coder: Contributes to writing code of any type.
- Nathan Franklin
 - Recorder: This team member maintains detailed meeting minutes, records weekly tasks for all team members.
 - Deliverable Starter: Scaffolds all deliverables before team members begin adding information.
 - Coder: Contributes to writing code of any type.
- Anderson Moyers

- Architect: This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.
- Release Manager: 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.
- Coder: Contributes to writing code of any type.
- Jennie Ryckman
 - Coder: Contributes to writing code of any type.
 - Website Manager: Coordinates efforts for keeping the team website up-to-date, delegates tasks as necessary.
 - Deliverable Final Drafter: Collects info from team members for deliverables, formats as needed, and sends to team leader to print out and submit.

Team Meeting Expectation

- Meeting Times: The team will meet with the mentor on Wednesdays from 4:00pm-4:30pm at SICCS. The team members will meet without the sponsor Tuesday after class. If a meeting needs rescheduling, the team will discuss this on Slack. Team members will give at least 17 hours notice before requesting a meeting be rescheduled.
- Agenda Structure: The meetings will begin with the Recorder reading last meetings minutes, as well as what we planned to talk about in the current meeting. After this, all topics will be discussed. We will prepare for the next meeting with our mentor and/or

customer. The meetings will end with a brief discussion of what we should talk about next meeting.

- Minutes: The recorder will record any many topics discussed or decisions made. These minutes will then be posted in the team google drive in the meetings folder.
- Decision-Making Process: In general, the team will make decisions based on majority vote, which is 3/4. If any decisions are being discussed for an unreasonable amount of time, the team leader will make the final decision, and the topic can be discussed at a later time.
- Attendance: In the event that a member cannot attend a meeting, they are responsible for reading the minutes and getting clarification within 24 hours of the meeting. This should be rare. If the Recorder does not attend a meeting, the backup Recorder will be Anderson.
- Conduct: Interpersonal issues will be initially discussed between conflicting members. If need be, the team leader will be brought into the discussion to mediate. The formal process for a non-performing team member will be a polite heads-up, followed by a formal warning, followed by the issue being brought to the CS Capstone Coordinator. We will try to resolve all conflicts before going to the Coordinator.

Tools and Documents Standards

- Version Control: The team will use a bitbucket repository. The team leader will show all members how to use and contribute to the project using bitbucket and git.
- Issue tracking: The team will use Trello to track issues and tasks.
- Word Processing and Presentation: The team will use the Google Suite of applications for word processing and presentation.

- **Composition and Review:** Nathan is responsible for scaffolding all deliverables. Jennie will then collect all members' contributions and format it into the final deliverable. The final deliverable will be sent to the team leader for review and submission.

Team Self Review

A google form will be set up to record weekly member contributions. Members will be responsible for one form submission per week, which will be due at 10pm Sunday night each week. We will do member reviews once a month to go over any areas we feel members can improve upon.