

Team Standards

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Project

Tailored Tutoring Business Portal
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Mentor

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Team

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Introduction

The purpose of this document is to outline the expectations our team will have for each other. We will discuss team roles and responsibilities, expectations for each meeting, as well as meeting minutes format, tools we will use for document production, and team self-reviews.

Team Roles

Team Leader and Customer Communicator: Jesus Garcia

- As Team Leader and Customer Communicator, Jesus will be in charge of keeping the group on track, as well as communicating directly with our client, mentor, and Professor for the duration of our project.

Recorder and Architect: Alex Kahn

- As recorder, Alex will take minutes on all meetings including team meetings, mentor meeting, and client meetings.
- As Architect, Alex primarily responsible for ensuring that core architectural decisions are followed during implementation.

Release Manager, Coder, and Site Manager: Tyler Mitchell

- Being one of the most technologically familiar members, Tyler will be in charge of our GitHub account and Releases of our technology.
- Also, he will handle pushes and the main updates and maintenance to our team website

Editor and Lead Designer: Taylor Walker

- Having an interest and background in user design, Taylor will be in charge of major layouts of GUI's design decisions, optimizing for the user.
- Also, he will be in charge of the final editing of most deliverables.

Meeting Expectations

Meeting Times: Team meetings will take place on Tuesdays at 5:15pm. If the Capstone section does not meet during that Tuesday, the team will meet at 4:00pm instead.

Agenda Structure: Team meetings will consist of stand-up time, working time, and due date round-up.

Stand up will be each team member briefly explaining what work they have completed since the previous meeting, any roadblocks they had during that time, and what tasks they will be beginning during the coming week.

Working time will simply be any time the team will devote to accomplishing tasks related to the team project or team documents, normally organized by Team Leader and agreed upon by All team members 24 hours in advance.

Due date round-up will conclude the team meetings by a brief review of upcoming due dates, task assignments, and reminders.

Minutes: The Recorder will keep meeting minutes during each meeting. These meeting minutes will contain the following:

- meeting date, time, and place
- team members/mentors in attendance
- upcoming task/assignment due dates
- notes of topics discussed throughout the meeting
- assigned tasks for each member
- any project decisions
- any concluding notes the Recorder finds necessary.
- Posted in folder online in our drive

Decision-Making Process: Team decisions will be made on a voting basis with majority ruling. Tie breakers will be settled through team discussion of pros and cons for each idea. If a tie is not broken, the team mentor will be the deciding vote.

Attendance: Attendance is expected to each team meeting but we are human. If an absence is expected, the team member must communicate the absence and reason for absence within 4 hours of meeting time, and a minimum requirement of alerting the team leader before that absence. Absences will be considered recurrent if more than two absences in a month occur. If recurrent absences occur, it will need to be brought up with our team mentor, and with her help, the team and her will decide on the consequences after a discussion of why these absences occurred.

Rescheduling: Any rescheduling of meetings needs to be confirmed by all team members 24-hours in advance, otherwise members are not subjected to getting marked off for being late and/or missing the rescheduled meeting.

Conduct: If team disputes arise, we will follow a sequence of steps that will 1. Alert, 2. Document and discuss, and then 3. Officially discuss.

1. Team leader will alert the team member of their disputable behavior, and attempt to find a solution before the problem grows. If issue arises from team leader, the team mentor will have this discussion.
2. A team meeting will be called where all members can discuss the issue and attempt to find a constructive solution. Minutes will be taken at this meeting for documentation purposes.
3. The final step in the dispute resolution process will be the team calling a meeting with the Capstone Organizer, bringing the documented minutes from step 2, and finding a solution during this meeting. If this meeting fails to find a solution to the issue, the firing process will have to begin.

Tools and Document Standards

Version Control: The team will utilize Github for version control of the project. Branches will be made for any new features being added to the overall project to ensure code stability. Merges will be on a team vote basis to ensure everyone is okay with the feature branch being merged into master. Atomic commits will be made to create self documenting versioning.

Issue Tracking: Trello will be used for tracking tasks for the team, and individually assigned tasks. To-do and completed sections will keep track of tasks as they are assigned and completed.

Word Processing and Presentation: Google Docs and Slides will be used for all team documents and presentations, organized on a team Google Drive.

Composition and Review: Document composition will be handled on beginning of team document in team meetings. Trello will be utilized to keep track of each team member's assigned task on team documents and presentations.

Self Reviews

Team internal reviews will take place during the last team meeting of each month. We will use team face sheets to write summaries on each team member's performance using the "Good, Better, Best" design. The sheet will show what the team member has done "good", what they could do "better", and what they have done "best" during that previous month. This process will take place immediately after the stand-up portion of the meeting and will be followed by discussion from each team member on each person's performance.

We will expect improvement from each team member based on the feedback from their peers, especially if any concerns were brought up.