



# Team Standards

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**Mentor:** Austin Sanders

**Project Members:**

Emilio Sifuentes

Josh Baker

Rex Rogers

Summer Stapleton

## Introduction

### Team Policies and Procedures

This document is meant to outline the Team member's roles as part of the project group, our responsibilities to that group, and the systems we will use to upkeep those responsibilities. These roles are divided up into our respective members as we decided among each other. The systems are discussed and decided upon by the whole group. The responsibilities are decided upon from Team Self review and our expectations of one another.

## Team Members and Roles

- **Summer Stapleton**
  - Project Leader
  - Customer communicator
- **Emilio Sifuentes**
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  - Editor/Revisionist
- **Rex Rogers**
  - Release Manager
  - Website Admin
- **Josh Baker**
  - Recorder
  - Task Coordinator / Scheduling

## Team Meeting Expectations

- **Meeting Times**
  - The team has decided that we will be meeting on the weekends. These meetings times could change depending on how the Capstone process is running further into the semester. We all have each other's contact information in case we need to meet immediately. Similarly, the slack we created can also be used for this purpose.
  - Refer to the 'When is Good' document to check team member's availability if you need to schedule a meeting with a team member outside of normal meeting times.
  - The team will meet with the mentor weekly on Fridays at 1PM in the SICCS building.

- **Agenda Structure**
  - There will be notes of conversation we must hit whenever we meet. Each member will give a brief explanation of what is being worked on and what progress has been made since the last meeting. Of course, this agenda structure is subject to change.
- **Minutes**
  - There will be notes of conversation we must hit whenever we meet. These notes will be composed of individual member updates on the tasks that are assigned per team member's role as well as any additional notes based on the tasks at hand. If time becomes constrained, we can reduce conversation down to these specific updates and upcoming assignments. As the tasks change, these minutes might also become different as well.
- **Decision making process**
  - In the event of a disagreement put the decision to a majority vote. In the event of a tied vote the team leader will make a decision after consulting with team mentor or lead organizer.
- **Attendance**
  - If a member of the team is going to be absent from a meeting, they must notify the team 8 hours prior to scheduled meeting time. Excluding an emergency, in which case the member will make every effort to notify the team as soon as possible.
  - If a meeting is missed, and a progress update was required at the missed meeting, the absent member must try to get the necessary information out to the team via the slack channel that we created. The absent member must follow up with the team to ensure the required information was received prior to the meeting.
  - Disciplinary action will be determined in a conversation between members over what was uncompleted due to the member's absence on a case by case basis.
  - Otherwise, group members should try to attend group meeting whenever they can, but there may be exceptions.

- Conduct

- Our group is relaxed with most meeting locations, therefore meetings will be held in appropriate settings for the meetings contents (such as study rooms for presentation practices or in more informal locations such as a restaurant if agreed upon and nothing specifically pressing is coming up) as well as places considered decently convenient for all members.
- We will make sure to review conversation notes at least once per meeting to guarantee our progress.
- Disputes of any kind will be handled with communication between members as much as possible.
- Divided decisions, as previously discussed, will be held to majority vote and should that process fail, the team leader will make a decision after discussion with team mentor or lead organizer
- Nonparticipation follows the same rules as was given in the attendance section, essentially case by case.
- We will discuss a proper course of action for handling these issues together in a fair manner. Should there be any further issues with design decisions, we may have team discussion with the CS Capstone Mentor or Organizer.
- Members of the team will check Slack at a minimum of once per day to ensure they are up to date on communications and where the team stands on given tasks.

## **Tools and Document Standards**

- **Version Control**
  - A GitHub repository will be used to manage our codebase
  - All commits must be made in the form of a pull request. Another group member will review the pull request and either accept it or make some comments on what needs to be changed before it is ready to be committed.
  - For now we don't need to worry about forking and should be fine working on master. If we decide in the future that we need forks we will revisit this.
  
- **Issue Tracking**
  - We will be using Trello group to manage our current tasks and issues as well as assign them to the group member responsible for them.
  - Currently a deliverables board has been made, additional boards will be added as we see fit in the future as we get further into the project.
  - Each board should have at least 3 lists: things due in the future, things currently being worked on, things that have been completed.
  
- **Word Processing and Presentation**
  - In their final form, documents shall be uploaded (when required) in PDF format.
  - Our primary word processing application will be google docs, saving any work in the google drive folder we have created for the team
  
- **Composition and Review**
  - All documents will be uploaded to the team drive 48 hours prior to the due date to allow for proofreading by other members. Larger documents (5+ pages, or documents with multiple authors) will need to be uploaded 72 hours prior to the deadline to allow for formatting, proofreading, printing, and binding.

## **Team Self Review**

We will have informal discussion of the items we will self review. Our progress in our project as done by ourselves and discuss these with the team as necessary on a monthly basis. This will be done with the rest of the team giving feedback on that progress. The informal discussion will come with a brief written version of that member's progress so that they may discuss the notes that they wanted to hit.