

LingoPros



Team Standards

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Overview: The technological feasibility document will detail the different technologies available to implement the project, which of them we have chosen to use, and why those technologies chosen will best serve in the completion of the project.

Introduction

The purpose of the team standards document is to establish team roles and a common understanding of what we will be using over the course of our project. This will dispel any confusion about what we are doing and how we are going to go about it. It will also prevent any issues of compatibility in the case of using different software.

Team Members and Roles

- Josh Shaffer (Team Leader)
Coder, Customer Communicator, Team Website, Printer
- Luis Montes
Coder (Node.js), Release Manager, Code Reviewer
- Erik Strauss
Coder (Matlab), Team Website, Architect
- Matt Quintana
Coder, Recorder, Editor

Team Meeting Expectations

Meeting Times: Team meetings are scheduled at 5:30pm every Friday while mentor meetings will occur Wednesdays at 8AM.

Agenda Structure: Team meetings will start with an overall progress update on the project, and continue to each person and their roles. After seeing what has been done, we will plan the tasks to be done for the next week and assign them accordingly. The

meeting will end in a Q and A section, allowing any confusion or concerns to be cleared up.

Minutes: Matt will keep track of the minutes.

Decision making: Decisions will be placed to a vote and in the event of a tie, we will flip a coin to decide the result.

Attendance: Members are expected to show up to every meeting, however in the event that a member cannot attend, they will email Josh their progress report, which consists of everything that individual would have said at the meeting, at least 2 hours before the meeting. The consequence for missing a meeting or coming unprepared will be loss of points in the Team Review.

Conduct: Team members will remain professional and be respectful towards each other. We will be expected to handle issues appropriately and try not to escalate conflicts. If an issue does occur, it should first be self documented and then brought up in the team meeting for an open discussion.

Tools and Documents Standards

Version Control: A Github repository will be used to house the project, and the release manager, Luis, will be in charge ensuring version control. Each member can have their own branch that they commit to and once they are done and ready to push, Luis will merge only after everything to be combined followed the team's coding standards and conventions.

Issue Tracking: A Trello board will be used to assign and keep track of the different aspects of the project that need to be done. Google Document log of issues with conduct.

Word Processing and Presentation: We will be using Google Docs and Google Slides for the documents and presentations.

Composition and Review: The lead editor Matt will be in charge of checking the deliverables and revising them before submission. The process of creating a document will be split into steps as follows, Outline, Rough Draft, and Final Draft. Each member is responsible for getting their sections done 24 hours ahead of the deadline to give the editor enough time to revise the document. In the case a member does not get their section done in a timely manner they are responsible for communicating with the editor as well as revising their parts thoroughly and making sure it fits well in the document to reduce the strain on the editor.

Team Self-Review

The team will have self review meetings every other week, each member is responsible for writing a self-review beforehand either in physical or digital copy. Each member will share their self-review. Afterwards there will be an open discussion in which we will bring up any issues or concerns with individual members including attendance, progress on tasks, and general performance.

When dealing with disciplinary issues a member's attendance and project progress will be taken into account during the peer review in which we will deduct a certain amount of points based on the group's consensus.