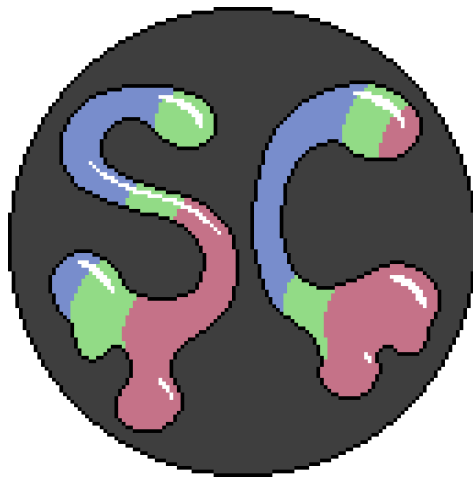# Team Standards

Team: Sugar Coded
Sponsor: Dr. Natalia Dmitrieva
Mentor: Dr. Eck Doerry
Team Members: Chantz Spears, Julian Shak, John Bassler, and Alfonso Martinez

September 21, 2017

Intro:

This team standards document for *Sugar Coded* is an agreement on the expectations that each team member will be upheld to throughout their capstone experience. These standards range from how meetings will be conducted, to the software used to accomplish tasks, to role assignments for each team member. Establishing these expectations will allow for more efficient and effective collaboration with the team members of *Sugar Coded.*

Team Members and Roles:

- Team Leader: Chantz Spears

  Chantz will be responsible for all client and mentor communication, helping to assign tasks to appropriate team members, reminding the team of due dates, turning in deliverables, and mitigating disagreements.

- Recorder: Alfonso Martinez

  Alfonso will take detailed notes at any and all meetings the group has and make sure they are distributed to the team in a timely manner.

- Architect: Julian Shak

  Julian will be the main member keeping a look at the bigger picture of our product and ensuring our core architectural decisions are followed during implementation.

- Release Manager: Group

  As of now since the members roughly have the same experience with GIT Hub we will be making it a group effort to coordinate project versioning and branching, review and cleanup commit logs for accuracy, readability, and understandability, and ensure that any build tools can quickly generate a working release.

- Coder roles:

  All of us will be deeply intertwined with every facet of development however it seems pertinent to have members of the team accountable for certain facets of our product so that we know who to contact when encountering a problem.

  - Back-end: Julian Shak & Alfonso Martinez - Database management
  - Front-end: Chantz Spears & John Bassler - Web and mobile interfaces

Team Meeting Expectations:

- Meeting Times: Wednesday's 4pm
  - Impromptu Meeting Mechanism: Slack for notifying everyone that a meeting is needed, then google hangouts will be used to conduct the meeting.
- Agenda Structure:

  Weekly before meetings each member is to update the Trello board with what they have accomplished or are working on from the previous week and what they will be working on prior to next meeting.

- Minutes:

  Alfonso will use the Minutes Template to take notes for our weekly meetings.

- Decision-Making Process:

  Since we are on a four person team ¾ majority will be used for decision making.

- Attendance:

  Mandatory attendance is required, but life happens, so if an absence is to occur, the team lead will need to be notified 4 hours in advance. For tardiness, message the group Slack chat if you are running late, as long as it is not a common occurrence no disciplinary action will be taken. If tardiness becomes a problem the group will set up a meeting to rectify the problem, whether that be moving meetings to a different time so that everyone has ample time to attend, or discussing with the tardy individual why they are consistently late and getting the issue resolved. If the issue persists past this or is unable to be rectified within the team the mentor will be made aware of the situation.

- Conduct:

  Acting in a professional manner is expected at all times when engaging with either the mentor or the client. When in a meeting with either of those individuals we will be prepared for the topics that we expect to come up before hand, no one will bring up topics, such as a problem with another team member, that have not been discussed prior with the team.

  Meetings will progress as follows: a review of what we accomplished since last meeting, upcoming due dates, what each team member is going to work on until next meeting, expectations of client and mentor, and finish with any concerns team members have.

  When the team is divided on a subject, we will engage in civil discussion until majority has been reached.

  Non Participating team members will initially be given benefit of the doubt and the team will engage in an in person or Slack discussion to iron out tasks and make sure everyone is aware of what they are responsible for. If participation continues to be lacking and the individual shows no signs of improvement, a meeting with our mentor will be scheduled.

  As long as an individual is not making monumental design changes they are trusted that they know how the team expects our product to act and look from prior design meetings. If someone has an issue with a design change that has been implemented, they will start a discussion about the change in our Slack and the discussion will continue until the issue has been resolved.

Tools and Document Standards:

- Version Control:
  GIT - Every commit must have a informative and intelligible message. Forking is to be used when working on a new facet for the product that can be developed independently. Do not push to origin master if it will cause a merge conflict.

- <u>Issue tracking</u>:
  Trello will be used for documenting open tasks, assigning tasks, and monitoring task completion.
- <u>Word Processing and Presentation</u>:
  Google suite of apps, including Google slides and Google docs will be used for write ups and presentations.
- <u>Composition and Review</u>:
  An editor will be chosen upon each assignment hand out. Rough drafts for assignments will be due to the appropriate editor 48 hours prior to the due date, to give the editor time to finalize the assignment. If the editor needs more or different information from an individual they can request it in this 48 hour block and the team member is expected to give the editor what they need as soon as possible to ensure a more complete final copy.

<u>Team Self Review</u>:

Once a month the team will engage in self reviews at a designated team meeting. This will consist of each member sharing what they believe they have been doing well on, where they can improve, and asking for input on their work from the other members. Any and all feedback is encouraged during our self review sessions.