



Team Standards  
September 28, 2018

Team Amadeus

Mentor: Austin Sanders

Sponsors: Dr. Hélène Coullon & Frédéric Loulergue

Members: Wyatt Evans, Kyle Krueger, Melody Pressley, Evan Russell

## **Intro:**

This document outlines the standard operating procedures for Team Amadeus, including member roles, expectations of the team, standards for documentation, and the tools the team will use for maintaining the project.

## **Team Members & Roles:**

*Wyatt Evans:*

- Team Leader, Customer Communicator, Programmer

*Melody Pressley:*

- Document Architect, Document Editor, Programmer

*Kyle Krueger:*

- Release Manager, Programmer

*Evan Russell:*

- Recorder, Programmer

- ★ If any individual team member needs assistance with their responsibilities, the other members should help to the best of their abilities.

## **Team Meeting Expectations:**

*Meeting Times:*

- Mentor Meetings: Mon. 4:00pm, every week
- Sponsor Meetings: Mon. or Fri. 8:00am, every two weeks
- Team Meeting: Variable date, once a week

*Agenda Structure:*

- Announcements / Update Report
  - ~2 minutes per person, detailing their weekly capstone activities
- Discussion
  - What is needed for the week?
  - Problems / Issues / Concerns
- Roundtable / Summarize
- Preparation for Next Week
  - Assigning tasks and expectations

*Minutes:*

- All Mentor and Sponsor meetings will be recorded minute by minute in the discussion section of the meeting template document.
- Team meetings will only be recorded when all attending members agree that the meeting should be recorded.

#### *Decision-Making Process:*

- All decisions will be discussed during meetings (Mentor or Team depending on convenience) to come to a conclusion.
- If a majority conclusion cannot be met, then team mentor (Austin Sanders) will be contacted to influence the final outcome.

#### *Attendance:*

- All team members are required to attend.
- Lateness is not counted for the first 5 minutes of the meeting.
- If a meeting is going to be missed, the offending team member must notify the team at least 2 hours before the start of the meeting, otherwise it is considered an unexcused absence. (This applies to scheduled meetings only, off-the-cuff meetings have more leniency).
- More than 2 unexcused / unexplained absences within a 30 day period will result in disciplinary action:
  - The issue will be brought up in the next Mentor meeting.
  - If the issue is not resolved, then 20% will be deducted from the percentage score on peer evaluation (after an original unbiased evaluation).
  - If the issue remains unresolved, then an additional 10% will be deducted for each additional missed meeting.

#### *Code of Conduct regarding disciplinary actions:*

- First: A polite heads up will be extended to try and solve any issues outside of a formal meeting first. Initial “heads up” will still be documented.
- Second: Bringing up the issue in a formal Team / Mentor meeting. This will be documented on the Meeting Minutes for that meeting.
- Third: The issue will be brought up with Dr. Doerry to attempt to bring an end to the issue.
- Fourth: Major disciplinary action will be taken, including a petition to fire the offending team member.

#### **Tools & Document Standards:**

##### *Version Control:*

- Bitbucket will be used to handle version control.
- Release Manager (Kyle Krueger) will handle “Pushing to Master,” and ensuring that committed code follows conventions.
  - A separate code conventions document will be developed at a later date (before Winter Break).

##### *Issue Tracking:*

- Trello will be used to handle issue/task tracking.

### *Word Processing & Presentation:*

- Word processing will be done using Google Docs in order to standardize formatting across all devices, and provide real-time collaboration features. This also provides an additional benefit of cloud storage via Google Drive, allowing us to rest assured all our files are available at all times.
- Default font & font size will be Times New Roman 12pt, unless there is sufficient reason to use something else and all members of the team agree to the change.
- Presentations will be guided by Google Slides, for similar reasons: standardization, real-time collaboration, and Google Drive support.
- Official submission and printing of documents will be handled via .pdf format.

### *E-Mail Correspondence:*

- All team members will be carbon copied (CC'd) on all emails detailing correspondence between Team Leader and Sponsors, and Team Leader and Mentor.

### *Composition and Review:*

- The Document Architect will be responsible for creating document templates for group and individual submissions.
- If team members are delegated specific parts of assignments, parts are expected to be submitted 12 hours prior to due date if the due date is in the morning (6 hours if due in the afternoon/evening) to expect editing and cohesion to be done by the Editor. Any later, then editing and cohesion is not the responsibility of the Editor.
- If an assigned task is not submitted within the appropriate timeframe, and does not meet editing and convention standards by the deadline, then 5 points will be deducted from the percentage score on peer evaluation (after an unbiased evaluation).
  - A unanimous agreement between the other 3 members will be necessary for the penalty to take effect.
  - If the issue continues, then an additional 10% will be deducted for each further infraction.
  - This stacking penalty will reset at the start of the Spring semester.

### **Team Self Review**

- Every 4 Mentor meetings, members will be expected to provide a ½-1 page self review, detailing their own performance and contributions.
  - First occurrence will be on October 22nd.
- Self review meetings will happen amongst the team after the main Mentor meetings conclude.
- Time will be given for constructive responses and feedback from other team members during this time.