



## Team Standards

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FitByte

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The purpose of this document is to layout the structure for many aspects of our project. This document will be referenced throughout the year in order to maintain structure and provide

explanation of the way the group will be ran. It will include project roles, team meeting standards, tools/document standards and expectations of self reviews.

## ● Team Members and Roles

### a. Jake Farrar

Jake will be taking the roles of team leader, customer/mentor communication, recorder and editor. As team leader, Jake will be responsible for coordination of assignments, progression of tasks, and conflict management. As customer/mentor communication, Jake will be responsible for keeping constant communication between entities. As recorder, Jake will be responsible for typing meeting notes, filling out weekly task reports and generally be in charge of rewriting important things down.

### b. Jacob Lemon

Jacob will be taking the roles of lead tester, enforcer, and release manager. As lead tester, Jacob will in charge of developing a plan to test the code as it is being developed, user testing, and making sure that testing is being completed. As enforcer, Jacob will be working with the team lead to make sure that all assignments and tasks are getting done. As release manager, Jacob will be using his skills to maintain that code is being pushed properly to the repository and keeping track of commits, pulls, etc.

### c. Austin Pederson

Austin will be taking the roles of lead architect, lead researcher, and GitHub instructor. As lead researcher, Austin will be responsible for ensuring that all architectural decisions will be documented during planning and implementation. As lead researcher, Austin will be researching ideas and potential new improvements to be made on the developing code as well as simple changes to the structure of the team. As git instructor, Austin will be responsible for teaching the team how to use git resources when it comes time to develop code. He will act as the master of git and will be open to questions from the team.

## ● Team Meeting Expectations

### d. Team Members are expected to attend three weekly meetings

- i. Team Meeting, Tuesdays at 10 AM in Engineering.
- ii. Mentor Meeting, Thursdays at 10 AM in SICCS.
- iii. Client Meeting, Fridays TBD.

### e. Team Members must also be open for impromptu meetings.

- i. These meetings may be in person or online via voice chat.

- f. Meetings will use the following guidelines.
  - i. Jake will open the meeting and will take notes.
  - ii. Then each member will provide a progress report on the tasks they were assigned last week.
  - iii. Then the group will bring up any concerns they have about the project.
  - iv. Then Jake will assign tasks for the week and fill them out in the task report. Tasks will also be put into our slack channel via an extension.
  - v. Finally the group will discuss any other additional info and make any decisions for the project.
- g. The meeting notes and task reports will be saved in the google drive for the group.
- h. Any decisions made by the group must be 2/3rds vote.
  - i. Any decision that is not unanimous will be documented differently in the meeting notes.
- i. All meetings are mandatory.
- j. Members must provide a 24 hour notice if a meeting will be missed.
  - i. If it becomes a habit, the other two members will meet to discuss action that should be taken.
  - ii. Members that miss meetings will need to read the meeting minutes and coordinate with the team lead on the material/assignments that they have missed.
- k. The conduct of the meeting should be civil. People should let others talk and express their opinions on specific topics. The meetings shouldn't also be ran by one person. Everyone should talk at least once during the meeting.
  - i. If anything gets out of hand, the team lead should try to propose a solution and if that doesn't solve the problem it should be brought to the team mentor.

## ● Tools and Document Standards

- l. The team plans on using a GitHub repository for version control.
  - i. Managed by the version manager.
  - ii. The master branch should not be touched if possible.
  - iii. The team will fork often when working on new pieces of code.
  - iv. Commits made must be detailed in order to provide a clear idea of what changes are being made.
  - v. Issues will also be resolved here.
- m. The team will use a Google Drive (FitByte Capstone Research) to store all assignments for the class as well as any other written documentation.

- i. The drive will be clearly labeled and separated in folders.
  - ii. Each document will have a PDF copy.
- n. The team will also use a Slack channel to communicate.
  - i. Texting might also occur, but is not preferred.
  - ii. The slack will also be the place where tasks are posted.
    - 1. Notifications will be sent out on due dates.
- o. The team will also create a google group.
  - i. This is for emails to be sent out all at once.
  - ii. These group includes the team as well as the sponsors.
- p. All tasks for assignments must be completed on time.
  - i. Tasks for assignments must be completed at the scheduled time.
  - ii. This is for the editor to look through the document and provide ample time to make changes.
- q. Any late tasks will generally lead to some sort of punishment.
  - i. This punishment is to be determined by the other members of the group.

## ● Team Self Review

- r. Each team member will be responsible for providing a self review at the last meeting at the end of each month.
- s. The self review will be presented at each meeting after a member's weekly recap.
- t. The reviews must be at least a paragraph.
- u. They will be typed out and saved on the google drive.
- v. The self review must contain:
  - i. What tasks you personally did.
  - ii. What you feel was your biggest accomplishment for the project was.
  - iii. What was you struggled with and how you got past those struggles.
  - iv. What does the team need to do better.

## ● Other

- w. Anything that is not listed or needs to be edited will be discussed by the team and added to this document in a changes section.