Team Standards

Jabulani School Simulation Portal

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Introduction

In this document, our team will state and describe the roles of each member in the group, the expectations for our team meetings including our meeting times, rules regarding attendance and conduct, how decisions will be made, and the overall structure of our meeting agenda. Other information outlined in this document will be tools that we will use for our codebase, team documents and presentations, and the process for producing large team deliverables. Lastly, we will establish how and when team self reviews will be conducted

Team Members and Roles

Karsten Nguyen
- Team Leader - The team leader coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts.
- Recorder - This team member maintains detailed meeting minutes.
- Coder - As a coder I want to be able to to implement visual elements that users see and interact with in a web application for the front end side. I also want to help in the back-end web developers, who are responsible for server-side application logic and integration of the work front-end developers do.

Jasmine Mitchell
- Customer Communicator - The team member that coordinates and conducts customer communications.
- Coder - As a coder, I will help implement the front-end and back-end of the web application in addition to testing. I would also like to assist with the interface of the HTML-based user manual.

Carli Martinez
- Architect - As an architect, I will make use of some of my academic and professional experience with the various tools, frameworks, and languages I have worked with in the past to help our team in making architectural decisions and ensure they are followed through during implementation.
- Coder - As a coder, I will take on the challenges of back-end programming, including the implementation of a user authentication system, CRUD functions, database relations, and various front-end programming tasks to meet UI and UX requirements.

Ruben Rincon
- Release Manager - The release manager coordinates project versioning and branching. They'll make sure commit logs are accurate, readable, and understandable as well as ensuring working releases.
- Coder - I will assist with front-end and back-end application development as necessary. I will also investigate and test gamification aspects for the application if it proceeds past the basic outlined prototype.

Team Meeting Expectations

Meeting times - We plan on meeting on Mondays around 7:00 pm weekly, if we feel that we need another meeting day we will set one accordingly.

Agenda Structure - The structure we will use is Google Calendar since we all have a student Google account. We will post our weekly agendas and due dates, so we can all be on the same page. During our weekly team meeting we will have a 2 minute update report from each member.

Minutes - During our weekly meetings, we will discuss how we will handle our weekly tasks and the team leader will distribute the tasks accordingly. These meetings will take at least an hour of time.

https://calendar.google.com/calendar/r?pli=1&t=AKUaPmbBt2xM86Yo04aXinIHK0ficyS-VZOkp3_ecNgxOBidUlD00X0XDL_7MzcX7SlaJMMeWHG--lWr2b_FUywoGd9H1wAM8Q%3D%3D

Decision-Making Process - For designing, we will collaborate as a group to making decisions. If someone disagrees with a decision, we will have a vote on it. Along with a vote we will have to state why we don't agree with the decision and what direction we should go into.

Attendance - Our set rules for attendance are that no one is allowed to miss team presentations. Absolutely no one is allowed to miss two consistent meetings in a row. Team members are allowed to miss meetings only if they have a legitimate excuse. Team members will collaborate if a tardiness or missed meeting excuse is legitimate. If he or she is missing from multiple meetings, then the team will contact the team mentor on the situation.

Conduct -

- Attend full duration of all team meetings unless a case of emergency.

- Avoid informal/social talk during team meetings.

- Be patient with alternative viewpoints, different kinds of learners, writers, & speakers.

- No responsibilities to be assigned unless the person who is being assigned the responsibility accepts it. If a person to be given a responsibility is not at the meeting, the team leader must review that assignment or action item with the person before the responsibility is designated.

- Require consensus on all major team decisions.

- Avoid apathetic/passive decision making (e.g., "whatever you all think is right").

- Confront issues directly and promptly.

- Promptly relay all interpersonal concerns/conflicts to team leaders.

- Keep a positive attitude toward the team, individual members, projects and course.

- Take initiative by offering ideas and volunteering for tasks.

- Play an equal role in the team by contributing equally to every task.

- Be honest with any team member who is not pulling her/his weight.

- Help one another with difficult or time consuming deliverables.

- Ask for help from the team or other resources if "stuck" or falling behind.

- Treat each other with respect.

- Accept responsibility and accountability along with the authority given.

Tools and Document Standards

Version Control - Our project will utilize the version control system GitHub and be on a single repository. We will coordinate who is working on what and what time to ensure merge conflicts do not occur. We will avoid making commits that are too large as well as commits with vague messages like "Update file".

Issue tracking - We will use Trello for issue tracking. Using Trello, we will be able to open tasks and assign them to group members. This will also allow us to track and monitor the progress of tasks as they're being completed, as well as their current status.

Word Processing and Presentation - Due to its versatility, the whole team is to collaborate through Google Drive for word processing and presentation needs. This mostly includes Google Docs and Google Slides. Should there be a need for different software, the majority of the team

should agree to use the required software. Because Google Docs occasionally has issues with .docx files, team members may download and edit/create a printer-friendly PDF version of team documents when necessary.

Composition and Review - At team meetings, we will discuss a game plan for upcoming deliverables and divide the work among team members. We will aim to have all deliverables ready to turn in the night before, so that we can read through them at that time, before it is ultimately edited by a team editor if any changes need to be made. If, on larger deliverables, little to no progress seems to have been made by a team member, the team leader or other members will alert that person at a respectable time when there is still enough time for them to complete his or her section in a comfortable window of time.

Team Self Review

Once a month we as a group will discuss things that have gone well, things that may need improvement, and any plans for improvement (if they are required). We will not have detailed documentation of team self reviews unless there are particularly serious team issues that we need to work on. These team reviews will occur during a scheduled meeting, preferably with all members present so that we won't miss any team feedback.