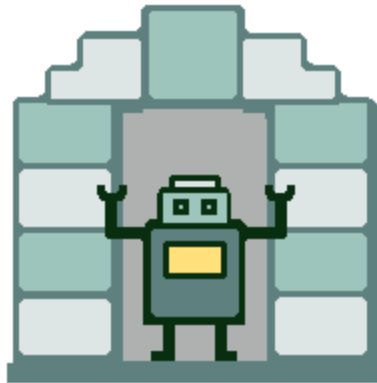


# Team Standards Document

9/25/2018



## Keystone Robotics Robot Assisted Tours

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Team Members:  
Hailey Ginther, Shannon Washburn, Gabrielle Halopka

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## Introduction

This document contains the roles of the members, standards, and actions to take if the roles are not filled appropriately or if standards are not met. Roles include what each member would ideally oversee for the duration of the project. Standards refer to the expectations for work from each member, documents, and meeting proceedings.

## Team Members and Roles

The team consists of three members, two of which are computer science students and one electrical engineer. The following section will detail the technical and non-technical roles fulfilled by each member.

- Hailey Ginther: Elected team lead and predominantly in charge of inter and intra group relations
  - Team Lead: Coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts
  - Customer Communicator: Communicates with the customer to set up meetings as well as determine their wants and needs. They are the liaison between the team and customer
  - Coder: Writing the code for the software aspect
- Shannon Washburn: Predominantly in charge of the coding and coding process
  - Release Manager: Reads all documentation and code before submission to ensure readability and understandability.
  - Architect: In charge of ensuring that core architectural decisions are followed during implementation and making sure the individual pieces work together as a whole.
  - Coder: Writing the code for the software aspect
- Gabrielle Halopka: Predominantly in charge of electrical components and robotic build
  - Recorder: Maintains minutes for meetings and update task reports. Tracks what the future plan will be and organizing and maintaining files.
  - Electronic Engineer: takes care of electrical components and hardware
- Roles to be equally filled by all members:
  - Hardware selection and maintenance: purchase of hardware will be discussed with all members
  - Hardware and software cohesion: All members involved in being sure the code and hardware work together
  - Ensuring the all deliverables are met and the customer is satisfied

## Team Meeting Expectations

- Meeting Times: Group mentor meetings occur every Friday at 5:45pm in the SICCS building. Additional group meetings will be held on Thursdays at 4:00pm on days where Capstone classes do not occur or directly after the Thursday Capstone class in EGR 218.
- Agenda Structure: Meetings will begin with each member discussing what they have gotten done since the previous meeting. This can vary from 2-5 minutes for each member.
- Minutes: Minutes will be recording using a template which can be found on the group's team drive. They should be labeled with the date of the meeting and stored on the team drive.
- Decision-Making Process: In the case of disagreement on design choices where a consensus cannot be reached a decision will be made by a two-thirds majority. In the case of a minority member feeling strongly about their side of the disagreement, the team mentor may be consulted.
- Attendance: Attendance for meetings is mandatory. Lateness more than 5 minutes will be discussed by the group and recorded in the meeting minutes. Recurring tardiness will result in further investigation to find a solution which may involve rescheduling the meeting time. Tardiness beyond this action will result in consultation with the team mentor and/or Dr. Doerry.
- Conduct: The team lead will be in charge of keeping members on track and can politely redirect the conversation to a more productive topic if they think it has gone off track. In the case of disputes among team members or non-participating team members, a discussion should take place at the end of the team meeting at the first occurrence. A warning will be issued then and any further issues will be brought up with the team mentor and/or Dr. Doerry.

## Tools and Documents Standards

- Version Control:
  - Document base: All team files uploaded and managed on team Google Drive
  - Code base: All team code uploaded and managed on team GitHub
    - Guidelines for commits:
      - Follows common message guidelines, mainly of format:
        - Short summary, less than 75 characters
        - Longer description
        - Any bulleted information, where the bullet is denoted by the hyphen ('-') character
        - All parts written in imperative language
    - Guidelines for forking:
      - Done in cases where:
        - A team member needs to test new code in an experimental environment
        - The team as a majority decides to make a non-trivial change to an existing file
      - Merges done when:
        - Experimental/ non-trivial changes contribute to team-declared goals without detrimental impact on existing code base
- Coding Standards
  - As described in Coding Standards document found on team drive, provided by client
- Issue Tracking
  - Any issues that arise will be noted in the minutes and addressed verbally if needed
- Word Processing and Presentation
  - Google Docs and Google Slides will be our main word processor and powerpoint software.
- Composition and Review
  - All members are expected to be sure that the section they have written flows with the document. The editor will then be presented to the editor for a final review. The final review must be done within twenty-four hours.

## Team Self Review

- Schedule:
  - Once monthly, first Thursday of each month, during team meetings
  - Any arising problems, conflicts, or concerns from these reviews can then be brought before the mentor the following Friday.
- Format:
  - Small write-up, in the form of three bulleted lists:
    - “Things I’ve completed or done well on”
    - “Things I need to complete”
    - “Things I need to improve or adjust”
    - Comments of appreciation for other teammates
  - Write-up brought to team meeting, where each member shares their list and ask for team feedback