



MoGreen

Team Standards
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Project Sponsor:
Ellen Vaughan and Brock Brothers

Team Mentor:
Ana Paula Chaves Steinmacher

Team Members:
Cassie Graham, Jennie Ryckman, Chase Mosteller, and Justin
Shaner



Introduction

The purpose of this document is to make a team contract. This document will name our team members and define their roles, expectations for team meetings, and methods for creating and reviewing team documents. It will also decide what tools and technologies our team will use and determine how often team reviews will take place.

Team Members and Roles

Team members will assume the following roles and their responsibilities:

Cassie:

- **Team Leader:** the team leader will run meetings, follow-up on team deadlines and productivity, schedule meetings with the client, and ensure each team member is represented and able to provide opinions.
- **Customer Communicator:** the customer communicator will be the primary point of contact for the clients and be available to the client as appropriate.

Justin:

- **Proofreader:** the proofreader will review all team documents and deliverables for cohesion, formatting, and professionalism before submission. They will also be responsible for ensuring documents are printed and submitted.
- **Release Manager:** the release manager will coordinate version control and maintain the GitHub repository. This includes ensuring readability and cohesion of documentation.

Jennie:

- **Webmaster:** the webmaster will manage and update our team website. This includes uploading any required pages and ensuring their readability. They will also assign tasks regarding creating and updating the pages.
- **Calendar Manager:** the calendar manager will ensure the team calendar is updated appropriately as needed, specifically documenting team and client meetings and formal and informal due dates.

Chase:

- **Deliverable Manager:** the deliverable manager will make outlines of group deliverables and ensure the team can access them. They will also organize Google Drives and keep copies of all team documents. As our team needs to make presentations, the deliverable manager will coordinate the creation of presentation materials and the presenters.
- **Recorder:** the recorder will take thorough notes at each team, mentor, and client meeting. They will record main ideas and decisions made and make legible documentation for team reference.

All team members will be responsible for planning, developing, and testing the actual product. Certain phases or specific sections may be assigned to a specific team member. We expect team members to have different strengths and proficiencies as we work on developing the product, and these roles will be assigned accordingly as we start developing.

Team Meeting Expectations

Meeting Times

Our team will be meeting with our team mentor every Wednesday morning at 11:30 a.m.

Our team will have a weekly meeting every Wednesday at 3:30 p.m. until 5:30 p.m. at the latest and will meet in the engineering building. This is a fixed meeting time and all members should attend unless decided otherwise by the whole team, or unless notice is given to other team members. At these meetings we will decide if additional weekly meetings are needed, based on what we needed to accomplish that week and what progress has been made. All team members are willing to attend additional meetings if the workload for that week requires it. If so, our team will meet on Saturday at the determined time on campus, or on Tuesday or Thursday evenings.

Our sponsor meetings are expected to be on an “as-needed” basis, once or twice per month. Our meetings will be Wednesday afternoons, taking the place of our weekly team meeting. One of our sponsors, Ellen, will be Skyping in for the meeting. Our weekly team meeting will shift to the surrounding Tuesday or Thursday evening, or the following Saturday as decided by the team.

Agenda Structure

At each team meeting the Recorder will briefly discuss the minutes, ideas, and decisions from the last meeting. Each team member may update the rest of the team about their activities since the last meeting as needed. The Calendar Manager will update the calendar with all preliminary and final due dates discussed at all meetings.

At team meetings the Team Lead will discuss the agenda for that meeting, including what should be accomplished during that meeting, deciding on internal due dates, briefly deciding the content of following team meetings, and assigning tasks.

Decision-Making Process

Decisions will typically be made on a majority basis. All team members should give input to ensure a group effort and reduce team conflict. Should there be a tie, the team may give precedence to whoever is “spearheading” that project, and whoever is most knowledgeable about the project or technologies being used. This should not mean we will default to their opinion; rather we may acknowledge their position and relative expertise on the subject.

Should we ever experience a hard tie, the Team Lead will decide on the course of action.

Attendance

Each team member is expected to give appropriate notice if they will be tardy or absent. If a team member is late or absent without notice, or otherwise is late or absent more than two times per month, the other team members may decide whether to “sanction” that team member.

Team members arriving within 5 minutes of the meeting start time is acceptable. For significant tardiness to a team meeting, that team member will notify the team via text. For absence from a team meeting, the team member will give at least two-hour notice. For absence from a client or mentor meeting, at least one or more days’ notice is required with a valid reason. The team members may decide if a reason is valid or not, and if a conduct discussion is required.

Communication

Our team will be using Slack for primary and general communication. Text messages and phone calls are generally only appropriate for time sensitive or urgent communication.

We will be using email and have a team Google Drive for file sharing.

We will be using email for communication with the clients and the team mentor, unless otherwise decided by those parties, i.e. where texts, calling, or Skype are deemed appropriate.

Conduct

Should a team member have a conflict with another team member, they are expected to have a private and professional conversation with that team member about the matter. They may ask the team lead or other team members to participate if appropriate, though a private conversation will likely be the most productive first step.

A formal and respectful group conversation should follow if the conflict persists.

A formal conversation with the team mentor will follow if necessary.

A formal discussion or mediation with the capstone organizer will follow if the conflict continues after all other steps.

Expenses

If any team member spends money on materials for the project they must document the expense, meaning the total and on what the money was spent. All team members will split costs of necessary items.

Tools and Document Standards

Our team will be using Github for version control and bug documentation. For document deliverables, Google Docs and Microsoft Word will be the primary software used.

Preliminary drafts and contributions to team documents should be finished 48 hours before the due date, flexible as decided by the team for the deliverable. The document must be finalized 12 hours before the due date. It is expected that all team members will review each other's work for content and the proofreader will make all necessary edits and formatting in this time. 12 hours are allowed for document printing and preparation.

Team Self Review

Our team will discuss self-performance and peer-performance every three weeks as needed. It is expected that during weekly meetings, issues with work distribution and content quality will arise, so formal self and peer-review will ideally be minimal.

This discussion should result in our team creating a more balanced workload, redistributing tasks based on workload or proficiency, and team members improving their personal performance. These discussions should improve the quality of team documents and enable more productivity.