Team Standards

9/25/2018

CS476

Pandemic Processing

Project sponsor: Dr. Joseph Mihaljevic, Asst. Professor SICCS, NAU

Team mentors: Dr. Eck Doerry and Jun Rao

Team: Anthony Schroeder, Joseph Eppinger, Tanner Massahos

Overview:

This document helps determine the responsibilities, and expectations of the group, and of each individual team member. This document is to help lay ground rules, roles, and standards to help promote a healthy working environment for the project.

Team members and roles:

Schroeder, Anthony

- Recorder: This team member maintains detailed meeting minutes.
- Presentation Manager: In charge of creating PowerPoints/demonstrations for topics and key components of the project.
- Programmer: Provides input for creating structure involving the following Languages:
    - C, Python, SQL and database design.

Eppinger, Joseph

- Architect: This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.
- Release Manager: This team member coordinates project versioning and branching, reviews and cleans up commit logs for accuracy, readability, and understandability, and ensures that any build tools can quickly generate a working release.
- Programmer: Provides input for creating structure involving the following Languages:
    - SQL, Python, Ruby, JavaScript, HTML, C, Java.

Massahos, Tanner:

- Team Leader: The team member that coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts.
- Customer Communicator: The team member that coordinates and conducts customer communications.
- Programmer: Provides input for creating structure involving the following Languages:
    - Java, SQL, Database Design, HTML, CSS3, C, Python.

Team Meeting Expectations

Meeting Times, and location:

Fridays 5:00-6:00, within the Engineering building or the du Bois Center. This is flexible depending on our schedules.

Agenda Structure:

Disclaimer: Agenda Structure is highly variable dependent on what needs to be done.

(15 minutes) Update Report from each member on their activities since the last meeting. Follow up with any questions or troubles that involve the group.

(10 minutes) Change Recommendations, any requests to change group requirements, schedule's, etc. can be made and discussed.

(15 minutes) Group Work, any work requiring a group collaboration.

(15 minutes) Deadline discussions, discuss what is needed for the next deadline, and how the work should be broken up (if needed).

(5 minutes) Closing. Take Note of Attendance; if people were missing unexpectedly or repeatedly.

Minutes:

Use the template titled "PP_MeetingMins_Template" within the Google Drive folder titled "meeting minutes", place a copy of the weekly meeting minutes into this folder, simply name it "PP_MeetingMins_MM_DD" where MM = month and DD = to the day of the month.

Decision-Making Process:

In case of design disagreements, a ⅔ vote will determine a specific course of action. However, the team will strive to meet a reasonable compromise in design philosophy.

Attendance:

Meetings may not be rescheduled sooner than 24 hours before the scheduled time. If a team member cannot make the meeting without an acceptable excuse, their attendance will be marked as absent. Reasonable excuses include: Being snowed in, car troubles, family emergencies etc.

If a team member misses a meeting without notice, they will be marked as absent after fifteen minutes and is responsible for reporting back to the team on their absence.

If a team member repeatedly misses meetings, more than 3 meetings, the team mentor will be contacted on the best course of action.

If a team member consistently shows up to meetings late, they will be approached by the other members about correcting their tardiness. If they continue to consistently show up late, the issue will be discussed with the team mentor.

Conduct:

Attention:

Members should give undivided attention to the meeting, and be active in discussions. During weekly meetings, each member should be cooperative and involved with the other members. If a student is not cooperative, then he will be asked to do so, and if incorporation persists, then an email will be written to notify a team mentor about the issue. A meeting with a team discussion and the CS Capstone Organizer should occur to resolve the issue.

Conflict:

The team will have courteous attitudes when attending meetings and will be polite to all members. All personal issues should be solved with respect for all parties involved, and resolved in a timely manner. If a disruption happens, and a confrontation occurs, if it is unresolved for 2 days, a team mentor will be notified about the dispute and asked to help resolve.

Design Decisions:

All large code decisions, in the association with structure design and workload, are required to be discussed and agreed upon. If work is accomplished that does not meet a majority approval and is controversial in the progress of the project, then the changes will be discussed, and voted to be kept or removed in the weekly team meeting. Design decisions will be brought up to team mentors for advice, and collaboration.

Tools and Document Standards

Common Coding Standards:

We have yet to develop a set of standards and will figure this out later in the process. Will be done by one month after the platform of the application is agreed upon.

Version Control:

Bitbucket will be used for version control, and will include a file for controlling utility versions.

Issue tracking:

We will be using the bitbucket issue-board for all issues, and all tasks should be reported and updated using this system.

Word Processing and Presentation:

Documents should have a contribution from all members, if most the group feels like an individual is not providing help with repeated documents, then the individual will be responsible for completing an appropriate number of documents to make up for the lost contribution.

Composition and Review:

For larger document deliverables, the team will assign sections to be written by individual members. The team has to establish a process for integrating the pieces a week or two in advance. This includes specifying a lead editor for that deliverable (will be different every time), deadlines (e.g. 24 hours before due date) for when contributed sections must be presented to the editor. Each item will be added to the Bitbucket repository upon completion.

Generalized process is as follows:

A. Community Rough Draft; should be written or saved to a Google Doc file for editing.
B. Final Version; these should be 24 hours ahead of the due date for the document, allowing the editor to seam the pieces together into a nice coherent document with consistent flow, styles, and level of detail.

Team Self Review

Every month, we will have a team self-review where each individual rate on their peers on a scale of 1-10 on how well they are working as a teammate. Based on that rating, each member of the team will write 3-5 sentences on why they believe the team member was rated in such a way. This is meant to be constructive, so they should be putting down how they think they could do better.