



Team Standards

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Pypline

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Introduction

The purpose of this document is to define standards and procedures for the AirFlow ISIS3 Processing Pipeline NAU Capstone project by the Pypline team. This document will provide a team member list and their assigned roles as well as specific instructions regarding team meetings, tools to be utilized during the project, and the format for team self reviews.

Team Members and Roles

Connor Schwirian

- **Team Leader:** Coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts.
- **Customer Communicator:** Coordinates and conducts customer communications.

Nicholas Anderson

- **Recorder:** Maintains detailed meeting minutes.
- **Document Reviewer:** Coordinates the integration of team member contributions into final deliverables.

Austin Collins

- **Architect:** Primarily responsible for ensuring that core architectural decisions are followed during implementation.

Abdulaziz Zarie

- **Release Manager:** 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.

Team Meeting Expectations

Team meetings will be on Thursdays after Capstone lectures or at 5:30PM. The agenda structure for the meetings will be:

1. 2 Minute Update Report of Previous Tasks
2. Review of Upcoming Tasks and Deliverables
3. Discussion of Weekly Agenda Items
4. Team Self Reviews (Monthly)
5. Review Assigned Action Items

Weekly team meeting minutes will be taken by the team recorder unless otherwise indicated and stored within the Pypline Capstone shared drive in the Team Minutes folder. Major decisions within the project or changes to the Team Standards will require a $\frac{3}{4}$ majority for approval. In the event of an unresolvable tie, further tie breaking will be determined by chance. On time attendance to the weekly team meetings is required. Tardiness is defined as being greater than 15 minutes late to the agreed upon meeting time. Consequences will follow 3 late arrivals or 2 missed meetings with team notification and 2 late arrivals or 1 missed meeting without. The initial consequence will be requiring the offending team member to provide food at the next team meeting. The second consequence will be public singing at a place and song decided upon by the other team members. Further infractions will be handled following the process outlined below. All team members will conduct themselves in a professional capacity during the project. The agreed upon process for handling violations such as non participation, ignoring team design decisions, or personal attacks will be:

1. A polite heads up from another team member.
2. The issue brought up at the next weekly team meeting for a resolution.
3. A team meeting with the CS Capstone Organizer

Tools and Document Standards

The version control system used for the project will be Github. Commits should be frequent and always include descriptions of the commit. A single master branch will be maintained with individual forks for each team member to work on their assigned tasks. The internal Github ticket tracking system will be used to manage issues present in the project code. The Google suite of word processing and presentation applications will be used by the team for the project. Font selection for all deliverables in the project is 12pt Georgia. Shared documents will be stored in the Pypline Capstone Google Team Drive. Features and project tasks will be tracked using Trello. Team communication will primarily be through the team Slack channel. For major deliverables, team members will submit their final contributions 48 hours prior to the project deadline to allow for integration. The Document Reviewer will be lead editor and will provide a final version for team review 24 hours prior to the deliverable date.

Github URL: To Follow

Trello URL: <https://trello.com/pypline>

Slack URL: pypline.slack.com

Team Self Review

Once a month team members will perform a self review during a weekly meeting. Prior to the meeting, team members will jot down things they have done well, areas they think they need to work on, and any improvement plans they might have for themselves. During the Current Taks section of the meeting these notes will be shared with the team for productive discussion and feedback.