

# Team Standards Document



**Team: Save Watt**

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Sponsored by:

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**Introduction:**

This document outlines the roles, expectations, and standards that all members of the team will adhere to throughout the development of the NAU Energy Dashboard. This document may be amended in the future to accommodate for the maturation of the team. All members of the team have agreed to abide by what is laid out in the following sections.

**Team Members and Roles:**

The team is made up of the following members: Madison Boman, Hyungi Choi, Ian Dale, and Brandon Thomas. Each member will be assigned a series of roles. Although the member assigned to the role will be primarily responsible for the duties that accompany the role, each member of the team will take part in all aspects of the project as necessary. These roles are simply meant to encourage structure within the team and may be amended as the team sees fit.

**Team Manager: Brandon Thomas**

Description: This team member will be the primary facilitator of meetings. The team manager will outline meeting agendas, ensure meeting time is used productively, and will mediate conflicts. They will be the primary enforcer of conduct. If the title of Team Lead is called for, this team member will be designated.

**Task Manager: Madison Boman**

Description: This team member will be the primary coordinator of tasks. The task manager will monitor progress on tasks, enforce deadlines, and be the primary delegator of new tasks. This member will ensure all tasks are completed by the deadline agreed upon.

**Communication Manager: Ian Dale**

Description: This team member will draft all formal team communication. The communication manager will receive approval from the team before finalizing any formal communication on behalf of the team.

**Record Manager: Brandon Thomas**

Description: This team member will maintain detailed meeting minutes and will ensure that each member is informed with regard to team records.

**Architectural Manager: Madison Boman**

Description: This team member will be primarily responsible for ensuring that core architectural decisions are followed during implementation. The architectural manager will lead the design process when conceptualizing and building the product.

**Release Manager: Hyungi Choi / Ian Dale**

Description: This team member will coordinate project versioning and branching. The release manager will manage reviews and ensure commit logs are clean, accurate, readable, and understandable. The release manager will vet build tools and ensure they can generate a working release when necessary.

**Standards Manager: Ian Dale**

Description: This team member will ensure that documentation and code follows the respective standards. The standards manager will ensure the overall aesthetic of the work produced is consistent. The standards manager will be the primary creator and maintainer of coding standards and documentation standards.

### **Website Manager: Hyungi Choi**

Description: This team member will manage the team's website. The website manager will manage updates and ensure that all pages follow a uniform structure and aesthetic.

### **Team Meeting Expectations:**

The following section will describe in detail the structure of team meetings. Here this document will define regular meeting times, the structure of minutes, the structure of a general agenda the process for decision making, and the expectations of conduct.

#### **Meeting Times:**

Team Meetings: will occur each Monday at 7:30pm in Cline Library. Meeting times are subject to change according to our decision making process.

Mentor Meetings: will occur each Wednesday at 7:30pm in the Engineering building. This meeting time is subject to change following consultation with the team mentor. Once the mentor is consulted, the team will follow the decision making process.

Client Meetings: will occur at least once a month, but may occur more frequently at the discretion of the team.

#### **Minutes:**

The record manager will be the primary minute taker at each meeting. The standards manager will create a template for minute taking. Minutes should be as detailed as possible. Minutes will outline all topics discussed as well as all decisions made at a meeting. Minutes will be sent to team members within an hour of the conclusion of a meeting. Each member will be responsible for all information included in the minutes even in the event of absence from a meeting. Members will still be expected to take notes at meetings.

### **Agenda Structure:**

The written structure of a meeting agenda will be defined by the standards manager and agreed upon by the team. The general structure for a team meeting will be outlined as follows:

1. **Call to Order**  
Start time will be recorded. The meeting will begin.
2. **Objective Statement**  
The objective of the meeting will be stated.
3. **Call for Immediate Additions to the Agenda**  
Last minute items added to agenda
4. **Grievances**  
Any grievances may be brought forth
5. **Review of Old Business**  
Each member will update the team on previous tasks
6. **Review of New Business**  
Members will present and propose upcoming tasks
7. **Open Forum**  
Members may speak freely about any aspect of business
8. **Task Delegation**  
New tasks will be given. Deadlines will be set.
9. **Concluding Thoughts**  
A summary of the meeting and final open forum
10. **Adjournment**  
End time will be recorded. The meeting will end.

**Decision-Making Process:**

Formal decisions within the team will be decided by a 3/4 majority vote. In the event of an evenly split decision, the team will consult the faculty mentor in order to break the tie.

A formal decision will be carried out in the process that each member will have 2 minutes to state their thoughts. When each member has spoken, a vote will be taken and the result will be recorded.

The following items will always be handled in the form of a formal decision: Amendments to Team Standards, Amendments to Documentation Standards, Amendments to Code Standards, Initiating a Member Termination. All other matters may be decided amongst the team unless they are motioned into the formal process by at least one member.

**Attendance:**

All official team meetings are mandatory unless otherwise decided by the team. Absences and Tardiness will be categorized and penalized as follows:

**Tardiness:**

A grace period of 10 minutes will be allowed after the scheduled start time of any meeting. An arrival after the grace period will result in a documented tardy. Tardiness may be excused if a valid excuse and sufficient proof is given to the team in advance of the scheduled start time. Tardiness may be excused at the discretion of the remaining team members. They will evaluate the excuse and hold a majority vote to decide. Two documented unexcused tardies within a semester will result in an unexcused absence.

**Absence:**

An absence will be noted as arriving 30 minutes after the scheduled start time of any meeting or failure to arrive. An absence may be excused if a valid excuse and sufficient proof is given to the team at least one week in advance. An absence will be excused at the discretion of the remaining team members. They will evaluate the excuse and hold a majority vote to decide. An unexcused absence will result in a 3 point deduction in the following peer evaluation. These six points will be distributed evenly among the remaining team members. Three documented unexcused absences within a semester will be grounds to terminate a member.

**Conduct:**

Each team member will be attentive during team meetings. Team members will each wait until time is allotted by the facilitator to speak. Disruptions during meetings will be noted by the record manager. If a member commits three documented disruptions during any meeting, the issue will be brought forth as a grievance during the next team meeting.

Members may bring forth grievances to any team meeting. The members of the team will determine the severity of the grievance. If a grievance is minor, it will be discussed and resolved during the meeting. If the grievance is severe, each member will have 3 minutes to discuss their point of view. The members will vote to escalate the grievance if necessary, and document a plan of action for the grievance. The grievance will be readdressed in the following meeting. When the grievance is readdressed, members may vote to resolve, escalate, or continue the grievance. If it is resolved, it will no longer be addressed unless brought forth again. If it is escalated, it will be brought to the next highest power above the team. If it is continued, it will be monitored and readdressed during the following meeting. The final stage of a grievance may result in the termination of a team member.

## **Tools and Document Standards:**

The following section will outline the primary tools the team will use to accomplish tasks. Here we will define how the tools will be used and any expectations regarding the them.

### **Version Control:**

A GitHub repository will be the primary means of version control. The repository will be primarily monitored by the release manager. Each member will be responsible for the organization and maintenance of the repository. Each member will be expected to be active and professional in their contributions. The link to the repository will be: <https://github.com/SaveWatt/NAUEnergyDashboard>

### **Issue tracking:**

A Trello board will be the primary means of issue tracking. The board will be primarily maintained by the task manager. Each member will be responsible for their assigned tasks as noted by the board. Each member will be expected to be active and professional in their contributions. The link to the board will be: <https://trello.com/b/7mD12eo8/requirements-design>

### **Word Processing and Presentation:**

Working documents will be hosted in the team's Google Drive. Working documents will take the form of Google Docs, Slides, Sheets, etc. Copies of all working documents will be available to all members in the drive. Finished deliverables will primarily take the form of PDFs. Final documents will be edited primarily by the standards manager. The standards manager will process each working document and provide the team with a PDF to review.



**Composition and Review:**

Each member will submit their draft to the team drive at least 72 hours before the agreed upon deadline in order to receive feedback from the standards manager and the rest of the team. Each member will have 24 hours to give and implement feedback. A draft must be marked final 36 hours before the deadline to allow for the standards manager to process and submit an official document for review.

**Communication:**

Slack will be the primary form of communication between team members. Communication on slack will be considered official and documented. Team members are expected to be attentive and responsive during working hours. Working hours will be defined as: Weekdays from 9:00am to 10:00pm. Communication outside of working hours must be addressed at least by the end of the next working day. Tagged messages will always be responded to. Messages marked urgent should be responded to within the hour. Misuse of communication tools may be brought forth as a grievance.

**Team Self Review:**

Team self review will be a means to encourage team bonding, share constructive feedback, and prevent grievances. This process will allow the team to share insights in a safe and open environment where every member may be heard. Team self review will occur every 4 weeks. The team will complete the form written by the standards manager and agreed upon by the team. Each member will present their self review to the team during a designated team meeting. The discussion will be open and professional. Key moments may be recorded at the discretion of the team.