

TLDWorkerBee



Team: Austen Christensen, Morgan Lovato, Wei Song
Sponsor: Harlan Mitchell - Honeywell
Mentor: Austin Sanders

Team Standards Document

September 25, 2018

The Intro

This document will outline different standards the team will be held to throughout this project. The roles, expectations, and standards should act as a contract for the team and help control the way the team will function. With these standards agreed upon, the team will have more effective communication, collaboration, and overall cohesiveness.

Team Members and Roles

- Team Leader - Rotating leader (Austen Christensen will be first)
 - Communication via email with sponsor and mentor
 - Monitoring team progress
 - Facilitate meetings
 - Conflict resolution
 - Approve meeting agenda
- Customer Communicator - Austen Christensen
 - Communicate via email with Honeywell's development team
 - Coordinate meetings with Honeywell's development team
- Recorder - Morgan Lovato
 - Maintaining meeting minutes
 - Creates agenda and sends to team lead day before meeting
- Document/ Deliverable Editor - Morgan Lovato
 - Review all deliverables for proper formatting
 - Standardize all documents
- Architect - Wei Song
 - Ensure team is using agreed upon technologies
 - Keeps up with DO-178C, Software Considerations in Airborne Systems and Equipment Certification
- Release Manager - Wei Song
 - Version control
 - Review of repos
- Print Manager- Wei Song
 - Print all deliverables required to be turned in as hard copy
- Coder - TBD

Team Meeting Expectations

- Meeting Times - Any class period that a lecture will not be held. Any other meeting time will be planned as a group during the previous group meeting or after a lecture has concluded. Skype meetings can be arranged. Any emergency meetings will be scheduled through WhatsApp. Mentor meetings are every

Monday at 4:30 PM in SICCS. The sponsor will be notified of progress via a weekly email and a video conference once a month (scheduled as we go).

- Agenda Structure - Each meeting will start with a 5 minute scrum style discussion about what each team member has done since the last meeting and what they plan on doing before they next one. Each meeting will take approx. 30-60 minutes depending on the nature of the meeting. Agenda written by Recorder and approved by Team Lead before each team meeting.
- Minutes - Recorder will create a template for minutes that will be used and shared in a Google Doc for every meeting.
- Decision-Making Process - Majority rules. If one person does not agree, the other two will outweigh that decision. If everyone disagrees, make a pro/con list in hopes to persuade a team member to change their decision; if this does not work, we will ask the mentor what they think is best.
- Attendance - If you know you will be late, text the group. If the group is not notified within 10 minutes of the meeting start time, they are considered absent. Absence is unexcused if no attempt is made to reschedule or make team aware. Unexcused absences will be handled as follows:
 - 1 absence - Signed written acknowledgment
 - 2 absences - Meeting with mentor on how to improve situation
 - 3 absences - 5% penalty on peer review
 - 4+ absences - Discuss firing process with mentor and Dr. Doerry
- Conduct - Meetings are expected to be professional. Topics of discussion should remain within the scope of the project. Interpersonal disputes should be discussed politely and openly as a whole team to avoid further conflict.

Tools and Documents Standards

- Version Control - Github or email if any difficulties
- Issue Tracking - Trello, unless something better is found
- Word Processing and Presentation - Google Docs and Presentation, Microsoft Word and PowerPoint
- Composition and Review - All progress done in a Google Doc will be reviewed by editor before submission. Print manager responsible for hard copy turn in and team lead responsible for soft copy (email) turn in.

Team Self Review

Self review will take place the first meeting of every month. Each member will discuss their strengths and weakness from the previous month and the other members will give feedback regarding: if they agree/ disagree, any comments, and constructive feedback.