

Team Standards

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Astraea

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Sponsored by: Navy Precision Optical Interferometer

Overview

This document details team member roles, meeting expectations, the tools to be used, and a self-review process. Establishing standards allows the team to move forward in the same direction and execute objectives without having to discuss method and protocol each time. The result is work that is done in a timely, consistent manner by a team that can focus on the task at hand with each member understanding their roles and collective expectation.

Team Members and Roles

Adam Schilperoort

Roles: Team Leader, Customer Communicator, Website Developer, C/C++ Coder

Brandon Horner

Roles: Release Manager, GUI Programmer, C/C++ Coder

Michael Partridge

Roles: Architect, Editor, Recorder, Linux Specialist, Kernel Programmer

Peter Kurtz

Roles: Architect, Editor, Recorder, C/C++ Coder

Trey Tangeman

Roles: Release Manager, C/C++ Coder, GUI Programmer, Kernel Programmer

Team Meeting Expectations

Meeting Times

Team Meeting: Weekly on Wednesday at 08:00.

Mentor Meeting: Weekly on Friday at 08:00.

Method for calling a meeting on demand: Slack.

Agenda Structure

Meetings begin with questions and concerns gathered throughout the previous week. Upcoming objectives are discussed and tasks are assigned. New goals set to be met by the next meeting.

Meeting Minutes

Meeting minutes will be documented by the team recorders. Michael Partridge will take typed notes for sit-down meetings, and Peter Kurtz will take hand-written notes for stand-up meetings. All minutes will be documented and available on the team's shared Google Drive.

Decision Making Protocol

Upon disagreement the team will take a vote. A 3/5 vote is sufficient to proceed, but the 2 (or less) in disagreement with the majority have the option to propose an alternative solution on which another vote is taken. The alternative solution must be presented by a time decided on a per-case basis.

Attendance

Meetings should not be missed without previous discussion. Should this occur once, the member will be assigned additional tasks for that week, decided by the other team members. Should this occur twice, team members have the right to escalate the problem to the team mentor and capstone organizer. If a member is late without previous discussion they are subject to additional tasks for that week, decided by the other team members.

Conduct

The goal of team meetings are to evaluate the team's current position in relation to the long term project objectives, re-align efforts if objectives aren't achieved, raise questions and concerns pertaining to these objectives, and provide the team with a time to discuss planning and task delegation. Should team member conduct not align with these goals, it is to the benefit and the responsibility of the other team members to re-align. If re-alignment efforts fall short, team members have the right to discuss escalating the problem and should notify the unaligned member of such discussion.

Tools and Document Standards

Version Control

The project's code base will be kept in a Github repository that all group members will be able to access and update. Commits will, at a minimum, contain a brief sentence on what file/function was updated for easy tracking of changes. If one or members wish to fork the repository, one member will state the reason for doing so, i.e. testing out a new implementation of a currently working function, etc.

Issue Tracking

Any issues or bugs that come up during development shall be reported in Github commits and on the Trello board. In the Github commit comment, a clearly defined “Bug” tag should be used and a description of the issue. On Trello, a card should be made under the “Issues” column, along with any relevant information about the bug. After a bug has been fixed, in Github a comment should be made about fixing the bug that was created at the initial commit the bug was introduced. And on Trello, the card should be moved from the “Issues” column to the “Resolved” column.

Word Processing

For documents the team will collaborate using Google Docs. For slides: Google Slides. All files will be stored and shared using the team's Google Drive. Graphical design: Any graphics that are required can be sourced from free resources on the internet or through one of the team members creating a specialized graphic in their preferred software.

Composition and Review

For deliverables with delegated sections Michael Partridge and Peter Kurtz will work in tandem to edit the paper, together the two editors will revise the document and make small changes if necessary. If a large section of a deliverable didn't match the quality of other sections, the original author of the section will be asked to revise their sections and bring it up to par.

Team Self Review

Self-evaluations will take place on the last meeting of every month. These evaluations will involve each member taking five to ten minutes to take time and reflect over the things that they worked on over the last month, their triumphs and their defeats, and how they can improve over the coming month. Each member will share their thoughts with the group and as a group have a short discussion about each member's thoughts.