Team Standards

September 27th, 2019

Canopy - Team 11

Sponsor: Dr. Patrick Jantz
Mentor: Gerald Nowak
Team Members:
Robert Plueger
Nicholas Lopez
Dongyu Xia
Maria Granroth

Overview

The purpose of this document is to specify the team standards for Canopy. This will include the team roles and who is assigned to each, meeting expectations, tools and document standards to be used, and the process for self reviews.

Team Members and Roles

Team Leader and Customer Communicator: Robert Plueger will be responsible for client communication, administrative duties, and team coordination.

Recorder: Maria Granroth will be responsible for editing and writing documents, weekly task reports, and meeting minutes.

Architect: Nicholas Lopez will be responsible for ensuring that core architectural decisions are implemented.

Release Manager: Dongyu Xia will be responsible for ensuring that the team GitHub workflow is followed.

Coder: Everyone will be expected to contribute to the code. For now, no one is specified to lead for any particular area.

Team Meeting Expectations

Weekly Internal Team Meeting: Thursdays 4pm - 5pm at the Engineering Building

Impromptu Meetings

If someone sees a need for an impromptu meeting outside of the regular weekly meetings, they should use the @channel tag on Slack to grab the attention of all team members. If the meeting is called same day, it must be called at least one hour before the scheduled meeting time.

If someone is unable to be at that meeting in person, it is preferable that they attempt to be present on Slack at that time. It is not expected that everyone will be able to make impromptu meetings.

Agenda Structure

The weekly internal team meetings will start with a quick stand-up, where each member briefly discusses what they have done since the previous meeting, and what they are currently working on. This would be the ideal time to add suggestions or concerns to be discussed during the team meeting, if anything has come up since the last meeting. From there, previous tasks will be marked as complete. Upcoming tasks will be discussed and assigned. The meeting will end with collaboration work on a task if needed.

Meeting Minutes

Minutes will go into the “Minutes” folder in the shared folder on Google Drive. A new document will be created for every team meeting, following the template located in the same folder. This includes attendance, meeting start and end times, stand-up notes, main points, a to-do list, and notes for the next meeting agenda.

Decision-Making Process

A “3/4" majority rule will be the preferred agreement ratio. However, if the disagreement is two vs two, the team will first come to a consensus on how long they are allowed to discuss the topic. The limit will be determined on the importance and severity of the disagreement, considered alongside the due date of the task it relates to. If the discussion takes longer than the limit set, the team will talk to their team mentor (Scooter).

If a team member believes that other tasks are more immediately important, they can vote to table the discussion. Two people must vote to table to move forward with it, and they will choose how long to table the discussion within reason.

Attendance

When a team member anticipates that they will miss a meeting, they should use the @channel tag on Slack to let the rest of the team know as soon as possible. They will not be considered absent if they notified the team and are active on Slack during the meeting. If they are absent three times in a row, but are active on Slack, the team should have a discussion to consider rescheduling the meeting time. If they are absent three times in a row, and are not on Slack during those times, the team will have a discussion to determine further action.

There is a five minute grace time for lateness. A team member will not be considered late or absent until after those first five minutes. The meeting will not start until the entire team is there, unless five minutes have passed since the official start time and there is no communication from the absent member. If they are late three times in a row, the team will have a discussion to determine further action.

Conduct

If there is an issue such as an interpersonal dispute, nonparticipating member, etcetera, the relevant team members are expected to discuss it personally first. If there is still an issue after an individual discussion, it will be casually talked through by the whole team. If the issue continues still, the team will have a formal talk. After that, the team will involve their mentor.

Tools and Document Standards

Version Control

Version control for Canopy is done through GitHub using the [Gitflow Workflow] standard.

The version number will be **X.Y.Z** where X is the release number and Z is the feature number. Y is reserved for emergency hotfixes.

- There will be exactly one central online repository, which is Origin. We will not be using any forking.
- There will at all times be two permanent branches for any project, labeled "Master" and "Develop".
- In addition, various branches may be created from these two branches, in the following name formats:
    - **HF-X.Y-**'*hotfixname*' created from the Master branch. These are Hotfix branches.
    - **F-X.Y-**'*featurename*' created from the Develop branch. These are Feature branches.
    - **RC-X.Y.Z** created from the Develop branch. These are Release Candidate branches.

<u>Master Branch</u>

- Each push to the Master branch increments the version number X by one and resets Y and Z to zero.
- Master may only be pushed to from a release branch, after a pull request has been formed and confirmed.
- The only exception to this is in the event of an emergency hotfix, which may be pushed directly from the hotfix branch to the Master and Develop branches.

<u>Develop Branch</u>

- Develop may only be pushed to directly for bug fixing.
- When Develop contains all the features necessary for a new release, a release branch may be created. Increment **X** by one and reset **Y** and **Z** to zero for the version of this branch.

<u>Feature Branches</u>

- Whenever a new feature is to be added to the project, a feature branch is created from the Develop branch.
- **X.Y** is the current version number at the time of branch creation.
- There is no limit to the number of feature branches existing at one time.
- Should the feature be successfully implemented, the branch is merged with Develop and the version number **Z** is increased by one.

<u>Release Candidate Branches</u>

- Whenever all the features for a new release have been added to the Develop branch, a release candidate branch may be created by the team Release Manager.
- All bug fixes and polishing needed to get the project to the next release is done in this branch.
- When the state of the Release Candidate branch is satisfactory, a pull request is formed. At the next team meeting, the Release Candidate branch is then merged with Master and Develop if it is deemed satisfactory.

Hotfix Branches

- Should a critical problem appear in Master or an urgent change be required, the release manager may create a hotfix branch off of Master.
- Work on the hotfix is done in the hotfix branch by those assigned to the problem.
- When the problem is fixed, a pull request is formed. The hotfix may then be merged into Master and Develop, should the release manager approve the pull request.

Issue Tracking

The weekly task report will be the formal tracker for tasks. The weekly minutes will contain the most relevant task list to that meeting.

Word Processing and Presentation

Google Drive and its associated tools will be used for documents and presentations. The team might port to Word or other tools for a more professional version of a document if needed.

Composition and Review

The team recorder will be the lead editor for document deliverables. Generally, the rough version of the individual sections should be submitted to them 48 - 72 hours before the due date so they can ask for larger changes and more information if needed. The final version of the individual sections will be submitted to them 24 hours before the due date.

Team Self Review

During the last weekly meeting of each month, a casual team self review will be conducted. Each team member will discuss what they've done well, things they need to work on, and their plan for improvement moving forward.