

## TEAM STANDARDS

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### **Project Sponsors**

Doctor Geoffrey Roest

Doctor Kevin Gurney

Tung Nguyen

Zihang Shen

Yisheng Wang

### **Team Faculty Mentor**

Gerald Nowak

### **Team Members**

Kiley Jacobs (Team

Leader)

Mumbi Macheho-Mbuthia

Overview: The purpose of this team standards is to outline the roles of each of our members and the ways in which our team will function.

## Introduction

This document outlines the standards our team will be using throughout our project. This includes things such as our individual roles, expectations for our meetings, standards for all our documents, and how we will conduct our peer reviews. These standards will guide our expectations for each group member and outline clearly their responsibilities.

## Team Members and Roles

### Kiley Jacobs

- Team Leader  
This entails coordinating assignments, running meetings, and being the first step to resolving conflicts. This role requires being up-to-date and aware of all team tasks, assignments, and objectives and ensuring that all jobs are progressing smoothly.
- Customer Coordinator  
This entails professionally handling and initiating most of the team's customer communications.
- Back-end Coder  
This entails acting as a source of information for leading and handling issues involving the back-end of the project. Major back-end code decisions will be heavily swayed by this individual, and minor code-decisions will require communicating to this individual, or another with this role, for insight.

### Mumbi Macheho-Mbuthia

- Release Manager  
This entails reviewing commits, editing for accuracy and readability if need be, and overseeing merging of different branches when a version of the project is required.
- Editor  
This entails reviewing and editing all written communication for readability and consistency. If necessary, this requires writing or asking team members for more information.
- Hard-copy Herald  
This entails printing out hard copies for any meetings or assignments and turning the hard copies in if necessary.

## Tung Nguyen

- Recorder  
This entails recording what occurs in weekly team and faculty mentor meetings and producing a clean record to share with the group on the team's *Google Drive* folder.
- Room Reserver  
This entails reserving any rooms if need be whenever the team agrees to meet, either formally or informally.
- Back-end Coder  
Please refer to the description of "Back-end Coder" under Kiley Jacobs.

## Zihang Shen

- Architect  
This entails logging all architectural decisions in a document available in the project's Google Drive folder, and ensuring these decisions are being met in all code decisions.
- Front-end Coder  
This entails leading and being a source of knowledge for the front-end development of this project. Major front-end code decisions will be heavily swayed by this individual, and minor code-decisions will require communicating to this individual, or another with this role, for insight.

## Yisheng Wang

- Architect  
Please refer to the description of "Architect" under Zihang Shen.
- Front-end Coder  
Please refer to the description of "Front-end Coder" under Zihang Shen.

# Team Meeting Expectations

## *Meeting Times*

Team:	Tuesdays at 5 - 6 p.m. in SICCS 224
Faculty Mentor:	Tuesdays at 4 - 5 p.m. in SICCS 224
Impromptu:	Message on <i>Slack</i> , under the emergency tag

## *Agenda Structure*

Each team meeting will start with a review of what each member has accomplished since the last meeting. Then, the team leader will check in and examine the progress for pending tasks and assign roles to advance further on our work. Team members may then ask for help.

## *Minutes*

Minutes will be written up by the end of Tuesday and posted to the team's *Google Drive* folder. Minutes will be structured loosely around a bullet list format.

## *Decision-Making Process*

If there is a conflict, the group will come together and try to reach a compromise. If we can not agree, we will then vote on the subject and go with the majority vote.

## *Attendance*

If a team member misses more than three meetings, they will need to talk with our faculty mentor, Scooter, to discuss the issue.

## *Conduct*

Team members are expected to act professionally and diligently. However, if there is time for a few jokes or off-topic conversation, we will encourage it. An effective team needs to be comfortable with each other to point out mistakes or criticisms. Getting to know each is beneficial to creating a more robust product.

If multiple team members believe there to be an issue, we will talk about the topic as a team. If a compromise can not be reached, we will ask our faculty mentor for help in resolving the issue at our next faculty mentor meeting.

If a team member is not participating on assignments, acting on major decisions without the consent of the team, or any other detrimental behavior, we will set up an impromptu meeting to discuss their behavior. Afterwards, if the issue still persists after one week, we will bring up the issue with our faculty mentor. If by the next week, the team member has not taken action to prevent their behavior, we will set up a meeting with our CS Capstone Organizer with all members of the team present so that we might reach a compromise.

# Tools and Document Standards

## *Version Control*

We will be using *Github* to handle version control. All team members are expected to make frequent commits with accurate and understandable commit messages.

## *Issue Tracking*

We will be using a *Google Docs* document to track the progress of any tasks or assignments related to this project. In the document, each task will have a section detailing the requirements and who is responsible for completing them.

The same will be done for all coding assignments.

## *Word Processing and Presentation*

For document deliverables, we will use *Google Docs* for outlines and rough drafts and *Microsoft Word* for our final drafts.

For presentations, we will use *Google Slides* to compile our work, then *Microsoft PowerPoint Presentation* to finalize our slides.

For graphical design, we will use a mix of *Adobe Photoshop* and standard tools such as *Paint*.

## *Composition and Review*

For all document deliverables, the editor will read and edit the entire document for consistency and clarity.

For larger document deliverables, team members will have 72 hours before the assignment to turn in a rough draft. At 48 hours, the editor will send back corrections and/or directions to improve the drafts. At 24 hours, team members will send their final drafts to the editor. The editor will compile the final drafts into one accessible and cohesive document and inform the team leader that the deliverable is complete.

## Team Self Review

### *Frequency*

Self reviews will occur the first meeting of each month.

### *Format*

Each team member will arrive to the meeting with a list of their achievements, if necessary, what they can improve on, and their plans or goals for the project in terms of tasks or deadlines. Every team member will need to read their notes aloud during the meeting.

Goals will be written down by our recorder and given to the team leader to help with delegating tasks.



