

SEPTEMBER 27, 2019
BEAUTYMARK DESIGN STUDIO
ISAAC SHAFFER

TEAM STANDARDS
DIGITAL ROLL



Tyler Boice

Caleb Johnson

Tyler Malmon

Brandon Measley

Introduction

This is a team standards document for the team, Digital Roll. This document outlines and establishes a common understanding of expectations for our upcoming project. This document contains a set of agreed upon standards and procedures that determine how we will function as a team for the duration of our Capstone Project. The roles and responsibilities of each team member are defined, as well as the protocols put in place for any unforeseen events. This document will be referenced during meetings or whenever a team dilemma occurs.

Team Roles

Tyler Boice – [Team Leader]

Facilitates the completion of deliverables and handles communication between mentors/supervisors and the team

Caleb Johnson – [Architect/Back End Coder]

Ensures the core architectural decisions are followed during implementation. Also leads the back end development team.

Tyler Malmon – [Website Programmer]

Handles the development, front end and continued support of the team website

Brandon Measley - [Editor/Recorder]

Maintains detailed notes and formats documents for professional submission

Meetings

Tuesdays -- 4:00 - 5:00 pm

SICCS Building

- | | |
|--------------------|--|
| 4:00 – 4:10 | Each member discusses the progress they have made. They will talk about any updates they have made and any issues they have encountered |
| 4:10 – 4:30 | Evaluate and address the information presented by the group members. Clear up any misunderstandings or issues regarding the project |
| 4:30 – 4:50 | Discuss each member’s future goals and what we want accomplished by the next meeting |
| 4:50 – 5:00 | Discuss each member’s progress so far. This time is dedicated to make sure that every member is on track and that everybody is doing their part |

Decision-Making

For decisions the team makes, it is preferred that the team comes to a unanimous agreement. In the result of a disagreement, the side with the majority members will win. If the decision is an even split between the group, then both sides should restate their argument and present the benefits of their side. If after a discussion, the team is still split, then the side with the team leader will win.

Attendance

Attendance for each meeting is mandatory and members must show up on time and prepared. A team member that shows up under ten minutes late, will politely be reminded by the group to be on time. A team member who shows up more than 10 minutes late without a 24-hour notice, will receive a written warning. A team member that is absent from a meeting and does not inform the team 48-hours in advance, will automatically receive a written warning. If the member continues to be absent or late, then the member will receive a formal warning. The team recognizes that emergencies do happen. If a member fails to give notice due an emergency, the remaining members must unanimously decide the course of action.

Communication

Members should respond within a reasonable amount of time. If a member fails to respond to the Discord channel or the group chat, the issue will be brought up at the next meeting. Multiple offenses will result in a written warning.

Conduct

Each member is required to put an equal amount of work and effort into this project. If a member is falling behind or struggling, it is their responsibility to bring up their problem with the team. If members of the team notice that a member is underperforming before that member has addressed it, the issue will politely be brought up at the next team meeting. As a group we will determine if the issue is due to a lack of effort, or an obstacle in the assignment. If it is not due to a lack of effort, then the group will come to a solution. If there are problems due to a lack of effort and it continues after it is addressed, it will result in a written warning. Continuation of the issue will result in a formal warning. If the amount of work is not evenly distributed, then the topic will be brought up at the team meeting. The group will determine that all tasks are equal. If they are not, then tasks may be redistributed. If this issue occurs multiple times, then it will be brought up to the team mentor at the team meeting.

Penalties

Written Warning: Detailed memo emailed to the underperforming member with a copy CC'd to all other members. Failure to reply to this email within 24 hours will result in an immediate formal warning

Formal Warning: Detailed memo emailed to the underperforming member with a copy CC'd to all other members, team mentor, and CS Faculty Capstone organizer

Tools and Document Standards

Version Control

All coding for this assignment is done through GitHub. All code will be public if approved by our project sponsor. Otherwise, the group will use a private repository. Any commits or forking to the source code will be brought to the attention of the version control manager before they occur. It is important that the version control manager keep track of all forks, and changes in the code. Failure to notify the version control manager will result in a discussion at the next team meeting. The version control manager is currently whomever is the team architect, but the position may be subject to change as the project progresses.

Issue Tracking

Trello will be used to track the progress of every assignment. All tasks will be created and placed in the "To-Do" category. A member may select an assignment, or the assignment may be delegated to them. It is that member's job to move their task to the other "In-progress" and "Finished" categories as appropriate. The Trello board will be referenced in every meeting, so it is imperative that the board remains accurate and organized. If some of the information on the board is incorrect, it will be discussed by the team at the next meeting.

Word Processing and Presentation

All documents and presentation material must be reviewed by the entire team before submission. All formal documents will be typed and formatted in Microsoft Word. All presentation material will be in the form of a PDF, and may be created using: GIMP, Microsoft Word, PowerPoint, Adobe Illustrator, Photoshop, or InDesign. Any additional graphical designs may be created using any of the aforementioned programs. If a member wishes to use an additional program it may be used if approved by the remainder of the team.

Composition and Review

It is the team editor's responsibility to format all hardcopy submissions, so they flow as one cohesive document. All team members who write documents or portions of documents, must submit them to the team editor at least 24-hours before the due date. Failure to do so will result in a verbal warning, and the issue will be brought up at the next team meeting. Multiple offences will result in a written warning. If this fails to resolve the issue, then the member will receive a formal warning.