Team Standards Document
9/23/2019
DigiTool Inc.

Project Sponsor: Xi Zhou
Team Faculty Mentor: Fabio Santos

Team Members

Traybourne North
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Spencer Clark
Langqing Dai
Miguel Quinones

Introduction:

The purpose of this document is to lay out the standards we are setting for our team. This includes team members and our roles, team meeting expectations, what tools and document standards we will be following, and how we will be conducting our self reviews. The team will adhere to the standards that we set in this document, unless we as a team need to make changes later on down the road.

Team Members and Roles:

- Team leader - Traybourne North
- Customer Communicator - Traybourne North
- Recorder - Miguel Quinones
- Architect - Langqing Dai
- Release Manager - Spencer Clark
- Coder - Whole team

Team Meeting Expectations:

- Meeting Times - Tuesdays at 3:00 PM [subject to change]
- Agenda Structure - 2 minute update on progress.
- Minutes - Issues we're facing. Upcoming tasks for next week.
- Decision-Making Process - 2 / 3 majority vote
- Attendance - No communication no show is unacceptable, only allowed once before it is a problem. As long as there is one to two days notification on not making it to a meeting, with a reasonable excuse, it is perfectly fine. If it becomes consistent, think about changing the meeting times.
- Conduct - Conduct yourself in a professional manner. Have good communication and respect each other's opinion. When giving feedback or criticism, give it in a polite manner.

Tools and Document Standards:

- Version Control - GitHub [subject to change]
- Issue Tracking - We will bring it up issues during team meetings (people or code related) and it will be documented in our communication platform. We will also document code related problems on GitHub.
- Word Processing and Presentation - Microsoft Word, Google Docs, and Google Slides [subject to change]

- Composition and Review - Miquel & Spencer
- Lead Editor - Traybourne North

Team Self Review:

Verbal discussion, in this order, every other team meeting.
- Project Concerns - We talk about feelings for the project or team as a whole
- Member Praises - What we liked about our teammates
- Member Concerns - What we did not like about our teammates