

# Team Standards Document



**Team: Excelsior**

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**Project Sponsor:**

Dr. Toby Hocking

**Mentor:**

Dr. Eck Doerry

**Team Members:**

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# Introduction

The purpose of this document is to establish the team standards the team will strive to uphold and serves as a contract for all group members. The major points that will be covered in this document include; the team members and their assigned roles, expectations for all of the team meetings, and the major tools the team will be using to be successful this semester.

## Team Members and Roles

Each of the group members of the team will contribute by handling different tasks and roles to compliment each member's unique skill set.

- **Austin:**

- Team Lead: This member is in charge of creating weekly task reports, making sure the team is maintaining a timely progress on project tasks, and communicates with the team mentor.
- Customer Communicator: This member is in charge of the communication between the team and the client.
- Release Manager: This member is in charge of the team repository, handles any commits or reviews, and coordinates various project versions/branches.
- Coder: This member is responsible for developing functional code for the project and following the established style/format guides.

- **Matt:**

- Webmaster: This member is in charge of the team website and will be responsible for updating it with new documents and relevant information.
- Editor: This member will be responsible for reviewing all team documents for professionalism, cohesion and formatting before the team submits the deliverable.
- Coder: This member is responsible for developing functional code for the project and following the established style/format guides.

- **Brandon:**

- Recorder: This member will record and maintain all in-person meeting minutes.
- Architect: This member is responsible for ensuring the team is following core architecture decisions and correctly implementing them throughout development.

- Coder: This member is responsible for developing functional code for the project and following the established style/format guides.

## Team Meeting Expectations

Below outlines the expectations and standards for the project's team meetings.

### ● Meeting Times

- In-Person Meeting:
  - The default meeting time for weekly in-person meetings will occur on Friday, at 2pm in the Cline Library.
  - On Fridays with a Design Review during the course time, the meeting will be at 1 pm in the Cline Library.
  - The team will meet with the client in-person as needed over the semester to discuss project details and provide updates.
  - Should the project workload demand more meetings, the team members will communicate and setup impromptu meetings as necessary on Slack/Discord.
- Online Meeting:
  - The default meeting time for weekly online meetings will occur on Monday, at 8pm on the team's Discord.
  - Should the project workload demand more meetings, the team members will communicate and setup impromptu meetings as necessary on Slack/Discord.
- Mentor Meeting:
  - The mentor meeting with team mentor Dr. Doerry will occur weekly at 10am in the SICCS building outside Dr. Doerry's office.

### ● Agenda Structure:

- Each meeting will begin with all team members giving a quick 2 minute recap on their assigned tasks since the last meeting. Then after the recap from each member, the team will work through and discuss the weekly agenda. At the end of each meeting, any necessary tasks will be assigned and unresolved issues will

be recorded to be brought up in the next meeting. Agendas for the weekly in-person meetings will be posted on the team Google Drive.

- **Minutes:**

- Minutes every week will be taken by Brandon unless otherwise designated prior to the meeting. Minutes for the weekly in-person meetings will be posted to the team Google Drive.

- **Decision-Making Process:**

- In the decision making process sometimes a unanimous decision isn't available so in such cases we will utilize a 2/3 majority vote as we have an odd number of members. This process is to help keep project decisions moving along. In the event a team member is missing at the time a decision is being made, the subject will be posted on Slack/Discord for input from the missing team member.

- **Attendance:**

- We expect all team members to attend all meetings however we understand life can happen, so exceptions can be made for valid excuses. Below will outline what qualifies as an excused absence and unexcused absence:
  - Excused Absence: As long as the team member has completed all assigned tasks required of them and writes an email to the group 2 hours in advance, stating the reason for the absence and anything they wanted to discuss during the meeting.
  - Unexcused Absence: If a team member fails to notify the team via email or Slack/Discord about their absence, a verbal discussion will occur between the group and team member. Should this occur a second time, the team mentor will be emailed and a team meeting with the team mentor will occur.
- There will be a 15 minute grace period to account for any unexpected circumstances in to getting to the meeting. Should a group member be late to three meetings, a one on one discussion will occur between the team lead and the offending team member. If a group member is late to five meetings, a

meeting with the team and team mentor will take place to discuss the offending group member's performance.

- **Conduct:**

- Any proposed changes to a meeting agenda needs to be agreed upon by the group beforehand.
- All team members are expected to engage in all aspects of the meetings and avoid any distractions.
- All team members are expected to act in a professional manner and treat each other with respect. Any personal issues should be handled professionally and brought up with the team leader/team mentor as necessary.
- If a team member fails to follow any of the conduct outlined above, a verbal discussion will occur between all team members. If the team member's behaviour continues after this discussion, a meeting will take place between the team and the team mentor. Should the behaviour continue beyond this point, another meeting will be conducted with the team member and team mentor to determine the course of action.

## **Tools and Document Standards**

Below outlines and describes the various tools the team will be utilizing to complete the project tasks.

- **Version Control:**

- For version control the team will be utilizing a GitHub repository. The team repository is where team members will be creating separate branches for specific features, to avoid conflicts and make sure that anyone isn't committing directly to the master branch. Each team member will be responsible for working together on reviewing pull requests as soon as possible.

- **Issue Tracking:**

- For issue tracking the team will be utilizing a Trello work board, with the following sections backlog, planning, in-progress, and done. Each team member will be

assigned various tasks which will be displayed on the work board and this allows for members to update their tasks and keep up with the progress of other member's tasks.

- **Word Processing and Presentation:**

- All word processing and presentations will be created and updated through Google Drive as this allows the team members to collaborate and work on documents at the same time. The team Google Drive will also help keep the team organized by containing all team documents to one location for easy access by each member.

- **Composition and Review:**

- During team meetings, large document deliverables will be broken down into smaller sections to be assigned to team members. The team editor will be responsible for creating the documents and creating the overall structure of the sections for that deliverable. The team will work to finish documents 48 hours before the deadline to allow plenty of time for revision and editing.

## **Team Self Review**

The team members will conduct a monthly self-review at the last meeting of each month to serve the purpose of checking in with each member and make sure potential issues can be brought up and worked through as soon as possible. As a team we agreed to approach this self-review with a casual manner with each group member presenting to the other group members how they feel about their performance and bring up any potential issues they may be facing. After each group member has had their chance to present their personal statements in the meeting, any potential issues will be covered in the following discussion with all members still present. This discussion also allows for other group members to offer advice and potential assistance with any issues. The goal of this process is to keep a regular check-in with team members to help promote the group cohesion and address any issues immediately.