Team Standards
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GNomes

Sponsors
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1.0　Introduction

The purpose of this document is to clearly outline the team dynamic. This document will go over team roles, provide a groundwork for team member interactions and protocol to handle conflict and insufficient performance by a team member. The roles and expectations of a team member may grow and change over the course of the year and all such changes will be reflected in this document. Every team member is expected to participate in some capacity in all roles.

2.0　Our Team

2.1　Roster

- Jacob Christiansen: *Team Leader, Coder*
  - Jacob was elected as the team lead for two reasons. First, he has the most leadership experience, being a manager in past jobs as well as the leader of his boy scout troop for several years. In addition, Jacob's well-rounded skill set makes him a prime candidate to oversee and assist the other roles.
- Allen Clarke: *Architect, Coder*
  - Allen has chosen to make the structural decisions about the overall framework of the code because of his experience working on server code for a year. He has a good idea of what code structure is maintainable long term and what structure is not.
- Yuanyuan Fu: *Release Manager, Coder*
  - Yuanyuan is responsible for managing, planning and controlling the Git repository, including testing and deploying. She is familiar with various operations of GitHub.
- John Jackson: *Customer Communicator, Recorder, Document Editor, Coder*
  - John has adopted these roles because of his experience listening to customers, his exacting approach to documentation, and his lighter technical experience relative to the rest of the team.

2.2　Roles

- *Team Leader*: The Team Leader is responsible for running team meetings and guiding the meeting to answer any questions deemed important by the Recorder. They are also responsible for making sure the team is working well together and providing initial conflict resolution among team members if needed.
- *Customer Communicator*: The Customer Communicator is responsible for organizing meetings with the client. As well as keeping the client up to date with any important information about the project.

- *Recorder*: The Recorder is responsible for making note of what was covered in team meetings. They are also responsible for noting what needs to be brought up in a future meeting.
- *Architect:* The Architect is responsible for making sure that the code is implemented as it was planned. They are also responsible for making sure the code is clean, maintainable, and consistent.
- *Release Manager*: The Release Manager is responsible for maintaining the Git repository, ensuring the commit logs are cleaned, and configuring the build tools to prepare for the release of the product in each stage.
- *Document Editor*: The Document Editor is responsible for ensuring the quality and consistency of written assignments.
- *Coder*: The Coder is responsible for writing and maintaining code in one or more languages, and may be subdivided into roles in the future, as everyone will likely be a Coder.

3.0   Team Meeting Expectations

3.1 Schedule

- Team Meeting: Tuesdays, 4:00PM, Cline Library
- Mentor Meeting: Mondays, 6:30PM, SICCS 108B-6
- Sponsor Meeting: Thursdays, 4:00PM, SICCS 210

3.2 Meeting Agenda

3.2.1 Opening

The beginning of the meeting will start with each team member covering what goals they finished and what goals they were stuck on over the past week. This should be similar to a scrum meeting, with the team lead acting as scrum master.

3.2.2 Goals

As a team, we will examine the goals that each team member was stuck on in the past week. We will focus more on the logic of a section than on the actual code as we will do a coding workshop later in the meeting.

3.2.3 Other Activities

- Workshop code—Can be a continuation of the section above, or can be the beginning planning for a new goal. This will be the default for this time unless another option needs to be discussed.

- ○ Discuss long-term plan—Will be used when beginning the planning for the next section, as well as if plans or requirements change.
- ○ Ask clarifying questions—An open forum for all team members to be able to ask about any part of the project that they are confused about.
- ○ Review client requirements—Will often be used in conjunction with long term planning and clarifying questions. As the project moves along, we will review the client's requirements to make sure that we are staying within what the client wanted.
- ○ Redistribute work as needed—For various reasons team members might not be able to complete assigned work, this may be because of emergencies, school conflicts, etc. This section will help us revise the work spread to those members willing and able to complete the needed work.
- ○ Hold Internal Evaluations—Once monthly, we will touch base as a team and discuss the performance of all team members over the last month. Each member will mention things they feel they have done to contribute, and what they could do to improve.

3.2.4 Closing

To end the meeting, each team member will be assigned a new goal or goals for the next week. We will also assign new team goals. These will be larger and more abstract parts of the project, such as planning architecture and presentation planning, and assignments for the lecture.

3.3 Minutes

Minutes from the weekly meetings are managed by the Recorder, and it is their job to keep an updated minutes sheet in the shared Google Drive. The minutes should be formatted in such a way that the goals completed and the goals for the next meeting are clear, as well as any other important information. Timestamps are a nonissue in team meeting minutes.

3.4 Decision-Making Process

Major decisions must be made by a ¾ majority. Decisions should be put to vote at the weekly meetings unless they are time sensitive. In the event of a tie vote, the role that is most relevant to the decision is the tiebreaker. If no role is relevant, then the team leader is the tiebreaker.

3.5 Attendance

It is expected that all team members show up to all necessary meetings. Impromptu meetings do not require 100% attendance. Every team member is allowed to miss

three (3) meetings per semester provided they let at least one other group member know in advance. Should a group member miss more than the allowed number of meetings, it is expected that they talk to the team lead about their situation in regards to their increased absence, and is expected that they are able to make up for missing meetings by putting more effort into the project and picking up the slack in the project (if any).

3.6 Conduct

Meetings are designed to be as constructive as possible, and to help build a strong relationship among team members. With this in mind, it is expected that all members obey the following rules during meetings.

- *Be honest about what you can and cannot do*—The point here is to make a quality project, lying about ability will be more harm than good and can set the whole project back.
- *Commit to something every week, but don't take on too much*—We are all in school as well as Capstone, so it should be understood by each team member that they are responsible for completing any goal given and if they can not to not accept it.
- *Do not talk over anyone*—We will be working with each other for a year, so it is up to each team member to make it easy and, hopefully, enjoyable experience.
- *Listen to how other parts of the project are going and share ideas you may have*—We are all responsible for the entire project; if a team member knows a solution to another member's problem, it is expected that they reach out to help.
- *Work out disputes calmly, in a public place, with the assistance of the team leader (if needed)*—Similar to not talking over anyone. Since we will be working with each other often and for a long time, it is expected that each team member will make an effort to make this process enjoyable.
- *Assume that each team member had the best intentions*—when dealing with a possible mistake this assumption is crucial. If a team member believes that another caused an issue on purpose that immediately will set things to be hostile.

4.0   Tools and Document Standards

4.1 Version Control

We will be creating a Git repository for this project, hosted on GitHub. It is expected that each person has a development branch of their own to work on and push their incremental changes and run small tests the branches should be merged into the master branch. The master branch should always be up to date with code that just needs final

testing before ready for a real release. While it is acceptable for a member's personal branch to have build errors, this code should never make it onto the master branch as it has been run and tested multiple times before being committed to the master branch.

4.2 Issue Tracking

We will be using a project board on GitHub to maintain the project. The tasks will be broken up into a category for each team member's current work, a new column, a done column, and multiple to-do columns divided based on the type of work. The exact breakdown of these columns will be determined at a later date.

4.3 Word Processing and Presentation

We will be using Slack to communicate as a team when we are not in meetings. Any documents that need to be worked on collectively or shared can be found in the Google Drive folder. For presentations, we will be using Google Slides to manage the presentation and collaborate on it as needed.

4.4 Composition and Review

Larger documents will be put together 72 hours before the due date to give our Document Editor sufficient time to look over the document and ensure continuity among sections. The Document Editor may request that a team member edit their own section to make it more continuous with the rest of the document, as well as make small edits to improve the overall writing quality.

5.0 Team Self Review

Once every month, the team will use the open time during the team meeting to discuss their thoughts on the team. Every member will share the things they feel they have done to contribute, as well as what they feel they can improve on. It is expected that members are constructive with each other and provide feedback/ tips to help every member improve and contribute equally.