Team Standards

Date: September 24, 2019

Team Name: IntelliChirp

Project Sponsors: Colin Quinn, PhD and Patrick Burns

Team's Faculty Member: Fabio Santos

Team Members: Steven Enriquez, Michael Ewers, Joshua Kruse, Zhenyu Lei

OVERVIEW

The purpose of this team standards document is to outline the roles, expectations, and standards that the members of our team have put upon ourselves. The following pages describe each role we envision for team members, team meeting expectations, and the tools we will use. The document will end with a standard of how we will self review the team.

TEAM MEMBERS AND ROLES:

Steven Enriquez: Team Leader, Customer Communicator, Front-End Lead

The Team Leader's duties include coordinating task assignments and ensuring work is progressing. The Team Leader will run all meetings and make efforts to resolve conflicts.

The Customer Communicator's duties include coordinating and conducting any communication with the customer.

The Front-End Lead's duties include helping anyone else when working on front-end development as well as ensuring quality code is being produced.

Michael Ewers: Recorder, Back-End Lead

The Recorder's duties include maintaining detailed meeting minutes during all meetings.

The Back-End Lead's duties include helping anyone else when working on back-end development as well as ensuring quality code is being produced.

Joshua Kruse: Release Manager, Back-End Lead 2

The Release Manager's duties include coordinating project versioning and branching as well as cleaning up commit logs for accuracy, readability, and understandability. Checks for each team member to be contributing consistently to the project through commits and providing comments to each other's work to keep up quality code.

Zhenyu Lei: Architect, Testing Lead

The Architect's duties include ensuring architectural decisions are followed and that the team is focusing on them during implementation.

The Testing Lead's duties include helping anyone else working on test cases as well as ensuring quality tests are being produced that sufficiently test the code.

TEAM MEETING EXPECTATIONS

Meeting Times: The Mentor Meetings will occur every Tuesday from 2:00 to 3:00pm. These meetings will be held in room 185 at Cline Library. If the room is taken, a new room will be arranged. The Team Meetings will occur every Thursday from 4:00 to 5:00pm. These meetings will be held in Cline Library. Slack will be used to arrange any other impromptu meetings that need to be held on demand.

Agenda Structure: Here is the structure of a team meeting:

Part 1: Two minute update report from each member. This will consist of all team members talking about their activities from the past week.

Part 2: Each team member can propose topics to discuss. This section of the meeting is flexible.

Part 3: Planning the following week's activities and providing deadlines for each team member. Each member should have enough work that will allow everyone's contribution percentage to be 25%.

Minutes: The Recorder will jot down notes from the weekly meetings including everything in the Agenda Structure. There will be a weekly meetings template that the Recorder will use to quickly organize the material.

Decision-Making Process: Everyone will be able to freely exchange their ideas and concepts with respect from the other team members. When there are disagreements, anyone involved will explain their reasoning, and then there will be a vote. The idea/concept with the majority will be chosen.

Attendance: Team members must give a notice prior to missing a meeting with a reason on why they are missing the meeting. When a team member is missing a meeting, they must write up a two minute update, topics that the team member wants to discuss with some discussion attached, and tasks that the member is willing to do for the following week.

One missed meeting: Team discussion on what happened and how it can be fixed to not happen again.

Each additional missed meeting up to 3: The team will lower the member's peer evaluation score.

4+ missed meetings: Team discussion with the CS Capstone Organizer.

Late to a meeting: Being late to a meeting 3 times will count as a missed meeting.

Conduct: Here is how the team will deal with preventing non-constructive interactions.

Nonparticipating Member: Begin with a polite heads-up from the Team Leader. This is followed up by a formal discussion during a meeting. In extreme conditions, the team will have a discussion with the CS Capstone Organizer.

Disputes: Disputes will immediately be discussed by the team. In extreme cases, there will be a team discussion with the CS Capstone Organizer.

Changes Without Team Consent: These changes will be discussed and dealt with before the code is pushed to master. Code must be reviewed by 2 other team members before the code can be pushed.

TOOLS AND DOCUMENT STANDARDS

Version Control: We will use Github for version control. We will have master contain functional code, with each task in it's own branch. Commits need to have concise and descriptive titles.

Issue Tracking: Trello will be used for issue tracking.

Word Processing: LaTex and Google Docs will be used for word processing.

Presentation: Google Slides will be used for creating presentations.

Composition and Review: For large document deliverables, the team will cycle through being the lead editor for the respective deliverable.

Cycle: Steven Enriquez, Joshua Kruse, Michael Ewers, Zhenyu Lei

Deadlines: Rough drafts will be due 4 days prior to the deadline and given to the lead editor. This allows adequate time for the editor to finalize the document.

TEAM SELF REVIEW

Monthly: Once a month, the team will add a section to our regular meeting to discuss what we want to START doing, STOP doing, and CONTINUE doing. This can be personal improvements, team improvements, or project improvements. This is similar to a retrospective in Agile. Everyone will discuss these improvements in the team meeting.

Weekly: In each of the Weekly Minutes, the team will place a percentage of what each member contributed to that weeks activities. Ideally, everyone will get a 25%.