Team Standards

9/22/19

Project Sponsor:

Dr. Igor Steinmacher

Team Mentor:

Fabio Santos

Team Members:

Adriana Aguilera, Joseph Danciu, Jevin Dement, Ugo Dike, Stavros Triantis

Overview:

The standards to which team mates will be held accountable for. This document is a mutual

agreement of those standards and is to be used for reference.

Team Member and Roles:

- ➢ **Team Leader:** Jevin Dement

- ➢ **Customer Communicator:** Stavros Triantis

- ➢ **Recorder:** Adriana Aguilera

- ➢ **Architect**: Ugo Dike

- ➢ **Release Manager:** Joseph Danciu

- ➢ **Coders**: Joseph Danciu, Jevin Dement, Adriana Aguilera, Stavros Triantis, Ugo Dike

Team Meeting Expectations:

- ➢ **Meeting Times:**

  - ○ Mentor Meeting - Tuesday 4:00pm - 5:00pm in Cline Library

  - ○ Team Meeting - Tuesday 5:30pm - 6:00pm in Cline Library

  - ○ Sponsor Meeting - Time Thursday 9:00am - 10:00 am in SICCS 115

- ➢ **Agenda Structure:**

  - ○ Start off the meeting by talking about what tasks you accomplished that week.

  - ○ Explain difficulties during weeks assignment.

  - ○ If you didn't finish what you should explain why and how you are going to finish

    next week.

  - ○ Next, as a group, plan out what the next week will look like and assign tasks.

- ➢ **Minutes:**

  - ○ Minutes will be posted on Google Docs within the team drive within a day.

- ○ Minutes will follow the structure of the team agenda as well as include any other announcements or concerns.

➢ **Decision Making Process:**

- ○ All major decisions need to be decided on as a team.

- ○ A majority vote will decide on whatever choice needs to be made.

- ○ If someone strongly disagrees with the majority vote, they can try to make their case.

➢ **Attendance:**

- ○ Attendance is mandatory.

- ○ In cases of emergency, i.e illness, familial obligations/crisis, let other team members know when possible.

- ○ If a member needs to leave early, they should make it clear at the beginning of the meeting.

- ○ The absentee should reach out to other members to catch up, as well as check the minutes on Google Docs.

➢ **Conduct:**

- ○ Meetings are expected to be professional.

- ○ Topics of discussion should remain within the course of the project.

- ○ Any personal issues between team members should be brought up in an email to the team lead and will be handled accordingly in a professional manner.

Tools and Document Standards:

- **Version Control:**
  - Will be done on GitHub.

- **Issue Tracking:**
  - Trello will be used for documenting open tasks, assigning tasks, and monitoring task completion.
  - GitHub's issue tab will be used once we begin the coding process.

- **Word Processing and Presentation:**
  - Google Documents and Google Slides will be used.

- **Composition and Review:**
  - Documents will be edited on the shared Google Drive and we will all effectively build the sections assigned and continuously proofread the document through reasonable iterations.
  - Preferably sooner but no later than 4 days before the due date.
  - The final version should be completed 2 day before the due date.

Team Self Review:

Our team will have a self review about every two to three weeks as needed. During this time, we will discuss self-performance and peer-performance. This process will allow the team to share insights in a safe and open environment where every member may be heard. This discussion should result in our team creating a more balanced workload, redistributing tasks

based on workload or proficiency, and team members to improve their personal performance.

The discussion will be open and professional.