



NaviBot Systems

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Team Standards

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Overview

This is a document that will outline the team standards. Some of these standards will list software agreements, such as tools, protocols, communication, version control, and more. This document states all requirements of all team members, and team member expectations. The purpose of this document is to ensure efficient and effective collaboration during the development process of the project “Thirty Gallon Robot, Part Deux” while under the NaviBot Systems production.

Team Members and Roles:

Team Lead: Diva Ferrell

- Primary submitter of deliverables
- Primary contact by Dr. D
- Editor of documents

Customer Communicator: Benjamin Peterson

- Coordinate and contact Customer
- Keep customer up to date with project progress
- Ensure program requirements meet Customer request

Recorder: Aaron Giroux

- Take detailed notes at all meetings (mentor, client and group meetings)
- Create template for meeting minutes
- Upload all meeting minutes to the google drive.
- Create to-do lists

Architect: George Cadel-Munoz

- Design general formats for project
- Ensuring agreed design patterns are followed during development
- Defining the purpose for each aspect of the program

Release Manager: Logan Behnke

- Manage the Github
- Resolves merge conflicts

Coders:

Group members will ideally have a hand in all different areas of the project, but certain members will have an emphasis on specific areas as defined below.

- GUI - These members will be primarily responsible for the GUI portion of the project:
 - Aaron, Diva, Benngy
- Map - These members will be primarily responsible for the mapping portion of the project:
 - Logan, George, Benngy
- Navigation - These members will be primarily responsible for the navigation portion of the project:
 - Logan, George, Diva

Team Meeting Expectations:

Meeting Times:

- Tuesday, 13:00, Weekly
- Friday, 16:00, Weekly

Agenda Structure:

- Current Progress
- Problem Solve/Troubleshooting
- Task Assignments
- Future Assignment Planning

Minutes:

- Aaron will record meeting minutes and post them on the drive.

Decision Making Process:

- Weekly online polling via Straw Poll
- Majority vote rules

Attendance:

- Ideally, meetings are mandatory, but if a team member can't make it they should notify the group at least 24 hours in advance.
- 1 absence: Without notifying the group ahead of time, bring it up in group meetings
- 2 absences: Without notifying the group ahead of time, bring it up in meeting with Scooter.
- Additional absences: Talk to Scooter with the potential of bringing it up to Dr. Doerry.
- Tardiness: Notify group if running late; Upon failing to do so, bring up with Scooter.

Conduct:

- Disputes: Attempt to solve 1-on-1, if that fails to bring it up to the group, and if that fails raise issue to Scooter or Doerry if necessary
- Meeting conduct:
 - Distractions are to be kept to a minimum, as meetings are held to discuss project information and progress.

Tools and Document Standards:**Version Control:**

- GitHub: we all have some experience with using GitHub

Issue Tracking:

- GitHub: Issue Tracking is built into GitHub

Word Processing and Presentation:

- General Documentation: Google Docs
- Presentations: Google Slides

Composition and Review:

- All individual parts should be completed at least 24 hours before the deadline
- Diva will be the lead editor who will ensure that the different parts of a document go together smoothly and will promptly submit the assignment.

Team Self Review:

Towards the end of every month, a team self review will be held to allow for discussion of the team and personal team member performance after the scheduled team meeting. Each member will be allotted a few minutes to discuss particular elements, such as issues that arose during program development, items that benefited the development process, and solutions that were found to aid in common troublesome areas that may have also hindered production for other members. In addition to production efficiency, this will allow team members to discuss their personal achievements in product progress, such as newfound knowledge of tools and libraries that have potential to assist in productivity, new personal goals that members would like to set for themselves in the future, and work habits that should seek attention prior to the next self review session.