RAMPART

Remote Aerial Mission Planning and Radio Tracker

Team Standards

9/26/19

Team Members

Eric Gault

Samuel Gilb

Keller Mikkelson

Nathaniel Zeleny

Team Sponsor: Dr. Michael Shafer

Team Mentor: Mahsa Keshavarz

Introduction

The purpose of this team standards document is to ratify the expectations for members of Team RAMPART. The document covers who is on the team, their roles, expectations for team meetings, the standards of the team in relation to tools and document writing, and provides the rules for a team self-review.

Team members and roles:

Eric Gault
- Team Lead
- Front-end Coder
- Customer Communicator

Samuel Gilb
- Recorder
- General Coder

Nathaniel Zeleny
- Web Development Coder

Keller Mikkelson
- Editor
- General Coder

Team Meeting Expectations

- Our team meetings shall take place every Friday starting at 5:00pm. If a meeting is needed prior to this date, team members shall be notified at least 24 hours prior to this newly scheduled meeting.

- All meetings shall begin with a rundown on how each member is doing regarding their assigned work, if help is needed for an assignment, time during the meeting can be spent working on the assignment as a team or another team member can help after.

- The weekly meeting minutes will be formatted by recording each team member's progress as well as dividing up the next week's work between the team. If any documents need to be distributed, it shall be under the control of who is in charge of the meeting minutes.

- Any major decisions on the project needs to be brought up to all team members so input can be made. If there is not a unanimous decision, a 3/4ths rule will be implemented so that the majority will take precedence. If we are stuck on a two for two against, we shall contact on team mentor for their opinion on the matter.

- Every team member shall do their best to be at every team meeting. If the meeting time becomes a problem to any specific member, a new meeting time may be discussed between the group. If a member starts to show a sign on multiple missed meetings with little to no notification to the group, attempts shall be made to contact the individual and solve any problems. If one knows in advance that they cannot make a meeting, a notification at least 24hrs before the scheduled time so that changes can be made before the meeting begins.

- Meetings will take place with a goal to complete the most work as possible without extraneous diversion. Overall, any problems that arise will be handled in this manner: first, private contact. Contact the individual outside of a team meeting to see if anything can be resolved. If there are still problems it shall be mentioned during a team meeting to see if a group cannot come up with a solution. If a private conversation and a group discussion cannot handle this issue, it shall be brought up with the Group Mentor (Mahsa Keshavarz)to help resolve the matter. If that still does not fix the issue, the CS Capstone Organizer (Eck Doerry) for their help in resolving the matter.

Tools and Document Standards

- Github will be used for maintaining our growing codebase. For commits, pull requests will be started by who wrote it. Specific changes will be clearly stated in the message and must be reviewed by at least one other team member to ensure everything is in order and no problems are caused by the new code.

- Github issue tracker will be used for managing any issues that may arise. Any open issues can be assigned to a team member who is most relevant to that issue. Any progress being made can be added within the open issue. This will allow us to keep track of current tasks being worked on as well as old tasks that have already been completed.

- The main tool for word processing will be Google Docs to allow for simultaneous viewing and editing from all team members. Tools for graphical design will vary from GIMP to Photoshop depending on what the team member has access to. For presentations we will use Google Slides so that the entire team can work on it at one time and give live feedback.

- At the start of each document deliverable we will assign an editor and divvy up the work so that each team member has an equal amount of responsibility. Based on the size of the individual parts, we will come up with a time in which rough drafts will be given to the editor for review. This time will never be any later than 24hrs before the deadline.

Team Self Review Policy

During the first team meeting of each month, our team will begin the meeting by taking about five minutes to gather our thoughts and formulate our respective self reviews. Once each team member is happy with their review, we will each present our self reviews to the rest of the team in an attempt to spark conversation and collaboration among teammates. Each self review will contain not only our accomplishments from the last month, but also the ways in which we can improve our personal productivity in the coming months.