ReBoot.

Team Standards
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ReBoot.
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The purpose of this document is to outline the standards we will uphold as a group throughout this project. Protocols will be established so everyone has an understanding of the conduct that is to be expected. As well, general expectations will be outlined so all team members know how things are expected to be done.

Team Members and Roles:
Team members with roles include:

Bianca Altman: Team leader, UI design, back-end, technical writing editor
Jennie Dallas: Release manager, front-end, technical writing editor
Victoria Leafgren: Recorder, front-end, code editor
Isai Martinez: Architect, back-end, code editor
Cindy Valentin: UI design, back-end

Specific role's duties descriptions:

Team Leader:
  This member coordinates assignments and ensures work is progressing,
   runs meetings and makes initial efforts to resolve conflicts.
Recorder:
  This member takes notes on the details of meeting minutes.
Architect:
  This member ensures that architectural decisions are followed during
  implementation and should be able to handle the situation if they are not being
  followed.
Release Manager:
  This member coordinates project versioning and branching, reviews, and
  cleans up commit logs.
User Interface Design:
  These members are responsible for planning and designing the UI, as well as
  keeping up with the client to make sure the UI is what the client is expecting.
Front End:
  These members handle the front-end implementations of the app, making
  sure the UI is working properly.
Back End:
  These members integrate the front-end aspects to work properly with
  connections, security, databases, etc.
Code Editors:
  These members ensure any committed code is well written and all
  formatting matches, with proper naming conventions and spacing.
Technical Writing Editors:
  These members will check over all documents that are meant to be turned in,
  reformat if needed, and generally edit the document to look cohesive and be
  professionally written.

Team Meeting Expectations:

Meeting Time: Weekly meetings will be scheduled for Tuesdays at 2pm. Impromptu meetings will have to be agreed upon by all members and must give the team at least 24 hours in advance to agree. If members are not able to meet during impromptu meetings, they must meet with a member who did attend the meeting as soon as possible to get the information needed.

Agenda Structure: Meetings will start with everyone giving a brief (around 1 minute) description of what they are working on, what their current progress is, and if they are experiencing any issues. After each member goes, members will have the chance to discuss issues they are experiencing with each other to get feedback on how to possibly fix it. The rest of the meeting will be based on what the team feels is important to discuss for that week.

Minutes: During meetings, how much time spent on different topics will be recorded. This can be used for creating priority for topics.

Decision-Making Process: The goal will be to always have unanimous agreement on any decisions. If any disagreements occur that cannot be solved, it will be resolved by a majority rule. If there are strong opinions on the topic even after the majority rule decision, there may need to be further discussion as a group on how to proceed.

Attendance: Attendance is always mandatory to all meetings, especially mentor meetings. In the case of emergency where a member must miss a meeting, the member must provide a valid excuse as to why they missed it. The member is also responsible for asking another member what was discussed and must keep up with their work.

If a member is running late, they must let the other group members know as soon as possible.

There will be a three-strike rule for attendance (which is separate from the three-strike rule for misconduct). For example, missing a meeting without a reason will result in a strike, being tardy for three or more meetings with no valid reasoning results in a strike, etc. After three strikes, group members will discuss a consequence that is appropriate. If behavior continues and shows no sign of stopping or improvement, group members will get a mentor involved.

Conduct: During meetings, everyone is expected to respect everyone else's opinions and take them into consideration. Any internal disputes, divided team, nonparticipating members, members that change project implementation without team consent, etc. will be handled with a similar three strike rule to the attendance one.

The first strike will be followed by a heads-up, the second will be addressed with a formal discussion as a group, and the third time the members will consider discussing with the Capstone Organizer.

Tools and Document Standards:

Version Control: GitHub will be used to share and maintain codebase. The Master branch will be in working condition at all times (builds without errors and runs as intended).

Any development will be done on separate branches, with each branch focusing on a specific feature or fix. For example, a branch might be created to develop a single page or functionality in the application, or to fix a specific bug found. Once work on a branch is complete, a pull request will be made for that branch and the code will be reviewed before being merged into the Master branch. Generally, each branch focuses on a small task so that it can be merged into the Master relatively quickly.

Issue Tracking: There will be a master Trello board with sections such as the following: backlog, planning, in-progress, done, and issues. These sections will all have the general aspects that need to be implemented in them.

Then, each group member will have their own individual Trello board with the same sections, but the items they are implementing as an individual will be listed. All members will have access to everyone's board to keep up with progress.

Word Processing and Presentation: Word processing and presentations will be worked on using the shared Google Drive. There are specified members that have the task of making sure each document and/or presentation looks cohesive and is professionally done after members have confirmed the first draft is done.

Composition and Review: Any large deliverables will be due at a discussed time that the designated technical writing editors feel comfortable with, so they have time to edit and finish the final draft. If a technical writing editor provides a template, teammates should do their best to follow it.

Team Self Review:
Team members should expect to have a self-review session during a meeting at the end of each month. Each member is required to say at least two self-assessments and why they think that way. After, members will have the chance to provide feedback. If any member feels they want a self-review session earlier than the end of the month, they may discuss with other members to see if everyone agrees.