



F1/10 YellowTails

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# Team Standards

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# Introduction

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The purpose of this document is to introduce the standards for this team. This document will go over the team members and roles, the expectations during meetings, tools and document standards, and lastly the team self review standards.

# Team Members and Roles

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Our team consists of four people. The following will outline team member roles and duties. Note that overlapping duties may occur if and when help is needed.

**Team Lead:** Kyle Watson

Description: Coordinates task assignments, ensures work is progressing, runs meetings, and make initial efforts to resolve conflicts. The team lead will also be in charge of all communication between the team and mentor (Issac Shaffer) and the faculty lead organizer (Dr. Doerry), turn in all documents unless otherwise specified, and take notes during all meetings in addition to the team recorder.

**Customer Communication:** Hanyue Wang

Description: To be the primary communication channel with our clients (Dr. Nghiem and Trong Nguyen).

**Recorder:** Hanyue Wang

Description: Maintains detailed meeting minutes for every and all meetings conducted formally.

**Architect:** Everyone

Description: Responsible for ensuring the core architecture decisions are being followed during implementation.

**Release Manager:** Jordan Wright

Description: Coordinates project versioning and branching, reviews and cleans up commit log for accuracy, readability, and understandability and ensures that any build tools can quickly generate a working release.

**Website Manager:** Bowen Boyed

Description: In charge of making and keeping the team website updated.

**Editor:** Everyone

Description: In charge of editing the document he or she was assigned. He or she will make sure that it is ready to turn in and inform the team leader of the readiness of the document.

**Release Manager:** Jordan Wright

Description: Coordinates project versioning and branching, reviews and cleans up commit logs

for accuracy, readability, and understandability, and ensures that any build tools can quickly generate a working release.

# Team Meeting Expectations

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The following section will describe in detail the structure of team meetings. We will define regular meeting times, the structure of minutes, the structure of a general agenda, the process for decision making, and the expectations of conduct.

## **Meeting Times**

Our team meetings will take place on Monday from 9:00 am to 10:00 am. The location will be SICCS room 227. All team members will be notified in advance of spontaneous or additional meetings.

Our team mentor meetings will be held on Wednesday from 9:00 am to 10:00 am. The location will be an available room in SICCS on the second floor.

Our client meeting with Dr. Nghiem will be biweekly at a time to be determined. The meeting will take place in SICCS room 104. This document will be updated with the regularly scheduled meeting once an appropriate time has been confirmed.

## **Communication**

The following will outline all formal channels of team member communication outside of meetings and all formal channels of communication with our clients, mentors, and faculty leader.

Our primary means of communication will be Discord. This will be for the overall daily communication with the team. If meetings extend over the allotted time slot, then we will communicate through video chat to complete the meeting.

Our secondary means of communication will be through text messages. If we need an answer from the team right away we will text in a precommitted group messaging system.

An additional secondary means of communication will be through email. As a team we will send documents through said secondary communication. Email will be our main communication with our mentor, clients, and faculty leader. So, if we have to schedule a meeting this is how we go about setting it up.

## Agenda Structure

In the following section we outline what the normal agenda may look like for our team meetings. We note that if we have something important to talk about with our client or mentor we will use this type of meeting structure.

- Structured Agenda
  - Header:
    - Meeting Number
    - Date
    - Time
    - Location
    - member
  - Meeting Begin:
    - Roll Call
    - Share agenda
    - See if need to add anything
  - During meeting:
    - Review of last week's self review
    - Review of old business
    - Review of new business
    - Look ahead
    - Delegate Tasks
    - Open for thoughts
  - Meeting end:
    - Recap what was went over
    - Reminder of due dates
    - Meeting adjourned
- Soft agenda:
  - Review of self review
  - Team members give an update to team on progress of work
  - Discussion of Old business
  - Discussion of new business
  - Discuss deadlines coming up
- If team members can't be at meeting or on discord should provide a written update that team lead can read during the meeting so team knows what got done.
  - Has to be sent before the meeting.

## **Minutes**

In this section we will outline our standard for team minutes. Note that the following standards will be implemented for all meetings henceforth.

All team minutes will be held in the “Meeting Minutes” folder on the team google drive. We will keep a record of what was discussed. The record will only hold the general idea of what was discussed and will not be excessively detailed. There will be a template created that we will use for creating said notes. The recorder will be responsible for taking said notes in each meeting. Anyone else that takes notes is encouraged to upload his or her notes and talk with the recorder to add his or her notes to the final document. The discussion process and reasoning to the decisions we make will also be recorded. This includes a detailed report about how the voting process went and what the outcome was. This will allow us to go over previous decisions in future meetings. Meeting minutes will be saved in the following format :  
“MeetingMinutes\_#\_MM\_DD”.

## **Decision-Making Process**

In this section we will discuss decision making and what will happen if there does not exist a clear decision being made.

All decisions will be made as a vote between team members. If there exists a tie or there is not a majority of  $\frac{3}{4}$  we will further ensue reasoning from both each vote. This will lead to an additional vote. If the same thing happens again, then we will involve our team mentor at the weekly mentor meeting and give the team mentor a vote. Every week we will highlight the decisions made in the agenda, allowing for further discussion and defense of opinions on said decisions for every team member. If needed, we will conduct an additional vote, and if the decision is the same it will stay unless an emergency issue comes up regarding the decision we made.

## **Attendance**

In this section we will outline the attendance standards that the team has to follow. We will list out the consequences of what happens when you do miss a meeting or show up late.

Attendance is required at all meetings unless otherwise stated by the team. If we do not have to attend we will say something in either our discord or we will send out a message. For team meetings there will be a 15 minute grace period which allows for team members to show up before the 15 minutes is up or else they will be considered late. If you are late to more than two a month there will be consequences.

Attending mentor and client meetings there is going to be no grace period. If you are not able to attend one of these meetings you need to email the client or mentor which ever meeting you are going to miss letting them know you are unable to make it. Also have to include the team in the email so we know as well as the mentor or client.

If a team member misses a meeting, then he or she is required to check the meeting minutes from said missed meeting. The missing team member can also contact the team leader for further elaboration on missed items. If a team member knows that he or she is not going to be able to attend a meeting in advance, then we ask that said member send a message to the team at least one week prior to said scheduled meeting. Doing this provides us time to try to reschedule the meeting so that all team members can join. If a meeting can not be rescheduled, then we will conduct a discord meeting when appropriate.

We will keep a Google Sheets document that holds how many meetings that they missed or late for. This is how we will be able to track how many he or she missed or has been late for.

If a team member is absent for more than two meetings in one month or they are late two or more times, then a discussion will ensue by the Team Lead. This will be to see why they are late or not showing up. If this behavior continues, then we will appropriately contact the team mentor or faculty advisor.



## **Conduct**

The following will outline a standard set of guidelines that must be followed during all meetings as well as the appropriate measures to be taken if performance is not as expected.

Expectations during every meeting are that every team member participates in all meetings. With everyone's participation this will be easier to help us distribute all of the work that we need to get done. If you are waiting to talk, wait until you get the okay to share so people aren't talking over each other. Another thing is having no distractions, such as using a mobile phone or not paying attention. If there is an emergency that is fine. If we deem that you are being distracting you will be documented on the minutes and in appropriate sheet on the team drive.

If any team member is in the state where they are documented more than twice in a month, then said team member will receive a warning for the next month. If it continues and he or she continues begin documented, then there will be a one on one with the team leader. If this continues we will further push the issue to mentor and/ or our faculty leader.

All team members are required to provide constructive feedback when it is appropriate. Treatment between team members is to be professional and respectful, otherwise inappropriate behavior will be documented.

# Tools and Document Standards

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In this section we will outline tools to be used, expectations for how they will be used, and related processes.

## **Version Control**

We will use GitHub as our version control which will hold all code and documents. Each team member will have to clone a copy to their computer and create their own branch. Every time we need to commit to a branch we will submit a message on what code changes occurred.

## **Issue tracking**

We will be using Trello as our issue tracking. This will hold all of the information that we need to work on during the current week. The person that will update this board and watch to make sure that the tasks were getting done is the Team lead mainly. Anyone one is able to help with it but Team lead will work on it during/after team meetings when we discuss due dates and assign the task to someone. This will help us with creating graphs.

## **Word Processing and Presentation**

For all documents created will use Times New Roman font, with a standard text of 12 pt, subtopics 14 pt bolded, and main points are 16 pt bolded. For all of our main deliverables we will use Google Doc. We will always have a PDF version in our team drive. For presentations we will use Google Slides. Team members are required to have all deliverables on their own computers. We will be using Google Sheets to keep track of absences, occurrence and multiplicity.

## **Composition and Review**

This section will talk about how the team will create and deliver the deliverables throughout the capstone project. This will include information on where an editor will be picked, and when drafts are due.

During our team meetings when we have a new document coming up the team will evenly distribute the work that way nobody is overworked each week. During this meeting we will also set who our editor will be for that document. We will be keeping track of who was editor in a Google sheet on team drive. We need to have a rough draft due 3 days before the deadline to give our editor time to look over it and suggest fixes. This will help get the document done faster and not just put the rest up to the editor. The finished hard copy must be done 1 day prior to the

due date. The rough draft and final draft dates may change depending if we feel like we decide it needs to be changed in our team meetings. The editor of the document must let the team lead know when the document is finished. All rough drafts are due to the team mentor on Wednesdays at 5:00pm.

# Tools and Document Standards

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This section will describe how often we do a self review and how we will handle these. The team has come up to do a self review every week to keep the team accountability and individual accountability. The way we are going to do the self review is jotting down what was accomplished, what we need to work on and how do we plan on improving for the future. After we are done with this the meeting will end and we will discuss them in the next meetings agenda. This will present an opportunity for the team to help someone if they are having issues with any given topic.