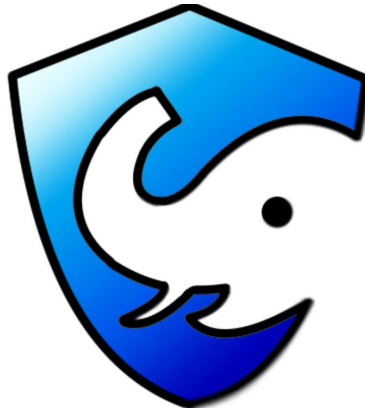# Team Standards

All Ears

Date: 9/14/2020

Sponsors: Ms. Jenna Keany and Dr. Chris Doughty

Faculty Mentor: Mr. Tomos Prys-Jones

Team Members: Bailey Erickson, Elijah Macaranas,
Jared Weinberger, Savannah Fischer, Zhijun Hu

Team Members and Roles

Team Leader: Bailey Erickson

Customer Communicator: Jared Weinberger

Recorder: Savannah Fischer

Architect: Zhijun Hu

Release Manager: Elijah Macaranas

Coders:

<u>Backend:</u> Savannah Fischer

<u>Front-end:</u> Bailey Erickson

<u>Node.js:</u> Jared Weinberger

Team Meeting Expectation

Regular Group Meeting Time: 15:00 on Thursdays, flexible when necessary.

Mentor Group Meeting Time: 15:00 on Tuesdays.

Sponsor Group Meeting Time: 14:00 on Tuesdays.

Agenda Structure: All meetings begin with a concise, verbal reflection of team member progression since last meeting and discussions of the struggles and accomplishments experienced. All meetings end with a brief summary of what team members plan to work on or complete by the next meeting time.

Minutes: A meeting minutes template that will be followed.

Decision-Making Process: We will make decisions and handle disagreements with a majority ruling (⅗)

Attendance: Those who miss meetings are tasked with reviewing the distributed minutes for the meeting that was not attended. Those who miss meetings or are more than 20 minutes late must also write the verbal introduction they would have given down and email it to the other team members. At 3 missed meetings, an intervention by the other team members will be held and a discussion of steps to take will take place on a case-by-case basis.

Conduct:

- All team members will be treated with respect, and will respect all other team members; ideas, decisions, and their background.

- Small off topic comments and conversations are acceptable but any team members who diverge from the main topic of the Capstone Experience should respect the promptings of other team members to return to topic. Refusal to do so, after at least two direct warnings, may result in the disruptive member being removed temporarily from the discussion server where meetings are held. They will then be required to send an email to the team lead or other members about why they were removed and how they can prevent it in the future.

- After 3 weeks of a lack of participation (not completing assigned work, missing meetings, etc) in team assignments and Capstone progress without valid limitations in a 5 week time period, the team lead will send a message regarding the offending team member's behaviour to Dr. Doerry. That team member may be "fired" from the project and the Capstone.

- Any design changes and disputes should be made with a ⅗ vote of all team members. If design changes are made without majority rule or disputes continue after a vote has been cast, a formal discussion will be held during a team meeting during the week, either at the regular time or earlier in the week, to handle this issue.

- Further problems in this regard may result in consultation with Dr. Doerry and possible removal of the offending team member(s) from the project and the Capstone.

Tools and Document Standards

Version Control: We will be using Github best practices for all of our versioning for this project.

Issue tracking: Even long before you start coding, there will be many tasks to do in this project. What will you use to document open tasks, assign them to team members, and monitor their completion? This is typically done with an issue tracking tool during the actual coding/dev process...but why not start using this tool for all tasks doled out within the team?

Word Processing and Presentation: Our biggest word processing tool will most likely be Google Docs. Google Docs provides a nice environment that we can all work on the most up to date document and no one gets stuck with an old version like we might in Microsoft Word. We will most likely use zoom to facilitate the creation and recording of presentations. We will all be able to share our as well as all speak and coordinate. We will be using Discord as our primary application for our group meetings as well as our form of group communication. To meet with our mentor and sponsors we will be using zoom.

Composition and Review: For large documents and deliverables, we will assign sections to be written by individual members and assign one person to be the overall editor of the document. We will have every deliverable due 24 hours in advance to ensure time for proper editing. We will have all rough drafts done 48 hours prior to the due date and all final drafts ready before 18:00 on due date days this ensures all members are responsible and ahead of schedule to prevent getting behind.

Team Self Review

Each member will be responsible for bringing a short verbal review of what you did this week, how you did during the week, what you did well, what you should work on, what you struggled with, to present at the beginning of every team meeting.

Amendments

Amendments can be made to this document with the unanimous vote of all team members and will be added after such votes.