

# CS 476 - Senior Capstone Design

## Team Standards

Northern Arizona University

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Team Badgers



**Sponsor:** Dave Hopfensperger & Glenn Austin

**Team Mentor:** Sambashiva Kethireddy

### **Members:**

Abdulrahman Alamoudi

Tristan Marcus

Logan Ritter

Robel Tegegne

Yuanbo Xu

## Overview

The purpose of this team standards document is to develop a shared agreement on the expectations of teammates. The following pages outline the roles, meeting expectations, tools and document standards as well as a self review for team members.

# Team Members and Roles

## **Robel Tegegne:**

Team Lead - coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts

Release Manager - 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.

## **Abdulrahman Alamoudi:**

Release Manager - 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.

## **Logan Ritter:**

Team/Customer Communicator - Communicate with the sponsor as well as the team to inform them of meetings and any major updates.

Recorder - Provide Meeting summaries at the end of each meeting.

## **Tristan Marcus:**

Architect - Maintaining project structure; Ensuring precise feature implementation during development.

## **Xu Yuanbo:**

Recorder/Minutes - This team member maintains detailed meeting minutes

Release Manager - This team member coordinates project versioning and branching

# Team Meeting Expectations

**Meeting Times:** Tuesday 4-5pm

**Agenda Structure:** Brief discussion updating current progress

## **Minutes:**

- Initial 15 minutes (2.5 minutes each member) - Progress updates
- Next 30 minutes: Current task/development discussion and brainstorming
- Final 15 minutes: Closing remarks Q&A

**Decision-Making Process:** Challenge decision when disagree, majority rule, open for discussion, role leader is tie breaker, last resort team mentor

**Attendance:** If you need to miss a meeting or are going to be late to one, INFORM the rest of the team asap. If you miss a meeting contact Recorder (Logan) to get a meeting summary. Try not to miss more than one meeting in a row. If there becomes a problem, further action should be taken.

**Conduct:** For any dispute, argument, divide, etc. We will follow this process to resolve the issue: 1) A “heads up”/message will be sent to try to resolve 2) A meeting with team members specifically focused on resolving the issue 3) meeting with Mentor and rest of the team 4) Meeting with capstone organizer (Dr. Doerry) where he will have final say/resolution.

## Tools and Documentation Standards

**Version Control:** Github will be our primary form of version control. Members will be required to update their local files by pulling the repository before committing any implementations. No two members will be working on the same assignment to prevent any repository overriding issues. The only exception is if all team members are informed of multiple members working on the same implementation.

**Issue Tracker:** Trello boards will be used to track assignments as well as implementations. Additionally, Trello and or Github will also be used as an issue tracker.

**Word Processing and Presentation:** Word processing will be done with Google Docs and Presentations will be done using Google Slides. All shared files will be in a shared Google Drive as well as the Github repository.

**Composition and Review:** For documents and deliverables, they will be reviewed and revised by the lead editor, Tristan Marcus. Final drafts will then be reviewed by all team members for any minor changes.

## Team Self Review

An internal self review will be conducted every two weeks. Each team member has to talk about their own progress and performance, and give a comment and critique teammates' performance.

Our Self review meetings will go as follows:

1. Each team member will prepare a simple document answering the following questions:

- Things I've done well
- Things I need to work on
- Plans for improvement
- Team Related Issues I am having

2. Each member will “present” their answers to the above questions and the other members will provide feedback and critiques.

3. After each individual review, the team will answer the questions again but from the perspective of the overall team.