Team Standards

2020-09-14

Bird's iView

Project Sponsor: David Plemmons

Project Mentor: Sambashiva Reddy Kethireddy

Team Members: Jordan Colebank, Jonas Dunham Jordahl, Chenhao Li,
Tyler Riese

Introduction

The purpose of this document is to outline the standards we will uphold as a group throughout the duration of Capstone. Procedures will be formulated so that precedences for group involvement is known, as well as the actions taken by the group when they are not followed.

Team members and roles

- Jonas Dunham Jordahl: *Team Leader, Client POC*
- Jordan Colebank: *Architect, Web Programmer*
- Chenhao Li: *Coder, Recorder, Web Programmer*
- Tyler Riese: *Release Manager, Video Editor*

Meeting Expectations

Client Meeting: 10:00am-11:00am, every Monday
Mentor Meeting: 11:00am-12:00pm, every Monday
Group Meeting: 10:00am-11:00am, every Tuesday

The following describes our meeting guidelines and expectations:
- **Agenda**
  - Two minute report from each member.
  - Any questions or issues that are impeding development.
  - Overview of upcoming deadlines.
  - Brief progress report on tasks to ensure timely completion.
- **Minutes**
  - List of weekly updates.
  - List of important upcoming meetings and deadlines.
  - Brief notes of meeting discussions and team decisions.
- **Decision-Making Process**
  - All decisions will be made according to a ¾ majority.
  - When a majority cannot be formed, we will reach out to the team mentor for guidance.
- **Attendance**
  - For our set weekly meetings, if something arises and a team member cannot make the meeting, we will expect one (1) week of notice so we may reschedule.
  - Given busy schedules, one (1) missed meeting will be permissible, but more than this will be noted and discussed at the next meeting.

- ○ Timeliness is, as always, implied, but the shifting of starting and ending times by 15 minutes or less will be permissible, given at least one (1) hour notice.
- ○ Disciplinary actions for not adhering to above-mentioned guidelines:
  - ■ First offense: an informal heads up - one of the team members will let the offending member know that they need to give us more notice if they will be late to or missing meetings, unable to finish their assigned tasks, etc.
  - ■ Second offense: a written warning emailed to our team mentor.
  - ■ Third offense: contact the CS Capstone Organizer to set up a team meeting.
- ● **Conduct**
  - ○ *Interpersonal dispute*
    - ■ The first course of action will be to discuss openly with each other about any interpersonal disputes. If a team member is not comfortable with openly discussing the dispute, they may ask the team lead to reach out to the other member involved in the dispute. If they don't feel comfortable discussing the dispute with the team lead, they should then reach out to the team mentor for advice on how to resolve the conflict and move forward.
  - ○ *Nonparticipating members*
    - ■ If a member consistently fails to finish their assigned tasks, a meeting will be made with the team mentor to discuss the reasons why their progress has halted and what the team can do to support the struggling team member in order to better guarantee success in their individual tasks.
  - ○ *Changing the design without consent*
    - ■ If a team member makes a design change without consulting the team, the repository owner will immediately revoke write access to the master repository and will not accept any pull requests made by that team member until we can set up a meeting with the lead architect to discuss the design elements in question.

Tools and Document Standards

- ● Version Control (via Git)
  - ○ This process will be refined in the coming weeks as we all acquaint ourselves with Git, but for now we will require the following:
    - ■ Each team member forks the master repository to their own account.
    - ■ Each pull request to the master branch is reviewed by at least two (2) team members before being merged.

- Issue Tracking
  - We will create tickets for bugs with the tag **known issue**, and will review and pull them into sprints according to their priority.
- Agile Workflow
  - We will be following the Agile software development scheme, using Trello to create a Kanban board which we will use to organize/divvy up our individual tasks. We will have a **backlog** list for initial task ideas, a **current iteration/sprint** list for refined tasks that we are working on in the current iteration, a **work in progress** list where each team member pulls in items from the current sprint as they work on them, a **testing** tab to indicate which features are still being tested, and a **completed** tab to indicate which tasks we have completed.
- Word Processing and Presentation
  - We will use Google Docs/Sheets/Slides for all of our coordinated deliverables so that we may all work together and edit in parallel.
- Composition and Review
  - We will rotate editors for each large deliverable (>2 pages).
  - Each rough draft will be due to the editor two (2) days before the final deliverable deadline, with the final draft due 24 hours before the final deliverable deadline.

Team Self Review

We will do monthly reflections conducted after our normal weekly meetings. We will each present a brief and very casual document (<1 page) outlining the following:
- Things we've done well in the last month (e.g., excellent communication!).
- Things we've done poorly in the last month (e.g., other classes stressed me out and I couldn't get early starts on my tasks).
- A plan to improve what we did poorly (e.g., I've set aside an hour during Sunday evenings where I can review my tasks and start planning their completion).

While each team member reflects on themselves, we will discuss important points and provide a constructive environment conducive to everyone's improvement.