Team Standards

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Team DigiFolio
Dr. Andy Wang
Fabio Santos

Burbank, Logan(lead)
Braudaway, Jackson
Chen, Kailin
Marschel, Parker
Yang, Zhenyu

Introduction:
In this document, our team goes over the different expectations we will have for one another as a team. This includes how we expect to handle our roles, responsibilities, team meetings, documentation, tools, and self reviews. All of the guidelines for these expectations are outlined below in each section.

Team Members and Roles:

Logan Burbank	- Logan will be the Team Leader, setting up meetings and task reports.
Jackson Braudaway	- Jackson will be the Team Architect, making sure design decisions are followed.
Kailin Chen	- Kailin will be the Team Release Manager, making sure the code can always be built to a working release version.
Parker Marschel	- Parker will be the Team Recorder, taking minutes in the meetings and sending them to the team.
Zhenyu Yang	- Zhenyu will be the Team Customer Communicator, making contact with the client when information or meetings are needed.

Team Meeting Expectations:
This section is designed to outline the expectations we will have regarding our team meetings.

To start, we expect to have at least one meeting a week, with the time slot being Tuesdays at 4:00pm.

Each meeting will begin with every member being given a 1-2 minute opportunity to explain to the rest of us what they have done since the last meeting. This will allow for us to keep up with what everyone is working on, without having to constantly check in. Once the explanations are done, we will go over what our main deliverable at the time is, as well as any tasks that need to be completed within the next week. Depending on how the project is going, these meetings will likely range from 30 minutes at minimum to 1 hour at maximum.

For the meeting minutes, we expect to have Parker be in charge of taking minutes during the meetings. If needed, another attendee can take over at the time of the meeting if Parker is unable to for any reason.

For decision making, we expect to solve disputes by a 3/5 majority. This will allow for conflicts to be resolved in a way that is both quick, and agreed upon by most of the team.

For meeting attendance, we will have the following system in place:

- First missed meeting: A verbal warning to the participant at the next available meeting.
- Second missed meeting: An emailed warning, sent to the participant, at the end of the meeting they are missing.
- Third missed meeting: An email to our mentor, as well as to the Capstone Organizer about the lack of participation from the tardy participant.

For these guidelines regarding attendance, they are mainly regarding unexcused absences. This means there is a chance someone can miss a meeting while not being counted toward the above three. If this is the case, the participant is expected to let everyone know by Sunday before the meeting, with a valid excuse. Also, they are expected to send a one page report on what they have accomplished since the last meeting. Finally, the member will still be assigned tasks for the week, and these tasks will be agreed upon by the rest of the team and sent to the member.

For meeting conduct, we expect to handle conduct issues through multiple steps. First, when there is a problem with a team member or multiple, the rest of the team will first agree that there is a problem needing to be resolved. Once they are in agreement, they will let the conflicting member(s) know that it needs to be resolved. If this does not help initiate any kind of resolution, the team will make a point of talking about the conflict and trying to assist them through the issue in our next meeting. Finally, if this does not solve anything still, we will bring in external help. This will include our mentor, and if that does not work, it will finally be brought up to the Capstone Organizer.

Tools and Document Standards

For code management, we expect to use GitHub as a central repository.

Any time a member plans to work on a new feature or edit an existing feature, the member is expected to branch out the project, so as not to disturb the master version. This will help keep a working product while we continue to modify the code. This can also mean branching out from an already existing branch, in the case that there are multiple members assigned to one specific part. Usually this means they will each branch and work on their own more narrow part, and it will again allow for any other member's code to not be broken by another. Once the new branch is working as expected, it can then be merged with the master. This is the basis for our version control.

For issue tracking and task management, we expect to use the Kanban-style board on GitHub in the project tab. Any time a new task comes up, a member can add the task to the board in a section titled "Need to Do". At our next meeting, we will then go through this section when assigning tasks to decide who is responsible for the specific task. The board will also have an "In Progress" section, as well as a "Finished" section. Using this board will allow our team to manage our tasks and track progress.

For most documents requiring word processing, we expect to use Google Drive. This is mainly due to the online nature of Google Drive, allowing for multiple of us to work on one document at the same time. On rare occasions, we will use Microsoft Word to type up documents, with members working on sections and sharing the new version with their section to our repository, so someone else can then work on it to add another new section. This will only be used in situations where Google Drive does not offer the tools needed to format a document, as Microsoft Word offers more control over the formatting.

For larger documents that will need to be broken up into sections, we will assign a lead editor for the document. The members that are not the editor must have their parts into the editor at least 2 days before the deadline. This will allow the editor to take all of the different sections, and combine them into one whole, cohesive document.

Team Self Review

In the first meeting of each month, we will take a little bit more time in the meeting to go over what we have felt is going well with our individual progress. This will be done at the beginning of the meeting, combining it with the regular time for individuals to share what they have done since the last meeting. In this way, it will allow for each team member to reflect on their own accomplishments, as well as any problems they might think they are having. We will discuss with them as much as needed, and then move on to the next individual.