

Team digiLearn

Standards



Doctor Morgan Vigil-Hayes
Volodymyr Saruta
Caitlin Abuel
Grace Shirey
Israel Bermudes
Kristine Hermosado
Sebastian Kastrul

17 September, 2020

1. Introduction

This document serves to establish the constitution and standards for Team digiLearn for the course of the project. This document will cover the following topics:

- Team Members and Roles
- Team Meeting Expectations
- Tools and Document Standards
- Team Self Review

2. Team Members and Roles

Each team member is responsible for a variety of duties. The roles of each team member and the details of each role are outlined below. The team roles and the team members responsible for said roles may be subject to change.

a. Roles

Team Leader - The team leader is responsible for performing the organizational overhead required for running the team. The team leader ensures that work is progressing, runs team meetings, and acts first to resolve conflicts.

Customer Communicator - The customer communicator is responsible for coordinating and conducting customer communications.

Recorder - The recorder is responsible for taking detailed meeting minutes.

Architect - The architect is responsible for ensuring that core architectural decisions are followed during implementation.

Release Manager - This team member 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.

Coder - All team members will be responsible for some element of the code; team members should expect to become responsible for some specific aspect of the codebase as time goes on.

b. Caitlin Abuel

Caitlin Abuel has the following roles:

- Architect
- Coder

c. Grace Shirey

Grace Shirey has the following roles:

- Customer Communicator
- Coder

d. Israel Bermudes

Israel Bermudes has the following roles:

- Recorder
- Coder

e. Kristine Hermosado

Kristine Hermosado has the following roles:

- Release Manager
- Coder

f. Sebastian Kastrul

Sebastian Kastrul has the following Roles:

- Team Leader
- Coder

3. Team Meeting Expectations

This section will cover all expectations relating to all elements of team communication. This includes weekly team meetings and team communication outside of these meetings.

a. Meeting Times

Three meetings will occur weekly; the mentor meeting will be held every Thursday at 10am on Discord, and the team meetings will be held every Monday and Tuesday at 4pm. The Monday meeting will be held remotely and the Tuesday meeting may be held in person. In addition, team members should be ready to attend a client meeting every week. Impromptu meetings may be called with a minimum of twenty-four hours notice.

b. Team Meeting Agenda

Generally, each team meeting has the following agenda:

Each team meeting will begin with a brief, verbal check-in from each team member. This check-in is an opportunity for the team to report on their personal status as well as their progress on the project over the last week.

Then, the team will discuss any questions or concerns pertaining to the project. If relevant, the team will collaborate on some given task or tasks.

The meeting will conclude with the assignment of tasks for the next week.

The Monday meeting will be a time to visit the Jira board and discuss both progress from the previous week and tasks for the upcoming week.

The Tuesday meeting is a time for collaborative work on whatever deliverables are due soon.

c. Meeting Minutes

Meeting minutes will be recorded by the recorder during every team meeting, including mentor and client meetings. These minutes will be kept in a consistent format that is the design of the recorder. These minutes will be stored in Confluence pages which will be linked to the Jira board

d. Attendance

Every team member is expected to attend all appointed meetings for the duration of the year. If a team member must miss a meeting, they should inform the team **at least** 24 hours before the scheduled meeting time. During this time, if the team cannot reschedule the meeting for everyone to join, then the meeting shall be held without that team member. If a team member frequently has excused absences for team meetings, then it is the responsibility of the team to find a more suitable meeting time for all members.

Absences related to emergencies or personal matters will be dealt with on a case by case basis. Otherwise, absences with no notice will have the following consequences:

- **1st unexcused absence** - *Warning*: The team leader will email the culpable member issuing a warning regarding their unexcused absence.
- **2nd unexcused absence** - *Formal Address*: The culpable member will write a formal address to the team regarding their actions, as well as an actionable plan to fix these issues in the future.
- **3rd unexcused absence** - *Disciplinary action*: Three absences with no notice demonstrates a failure to effectively communicate with the team. Discussion with the team mentor shall take place to decide on disciplinary steps.

e. Conduct

A limited degree of personal conversation is expected and allowed at the start of the meeting. After this point, team members are expected to focus on conducting a productive meeting. In the case of a disruptive team member, the following actions will be taken, in order:

- **1-2 Offenses** - *Warning*: The team leader will inform the disruptive member of their misconduct and guide the conversation to a more productive place.
- **3-5 Offenses** - *Formal Address*: The disruptive member shall write a formal address to the team regarding their actions, as well as an actionable plan to fix these issues in the future.
- **5+ Offenses** - *Disciplinary Action*: Frequent offenses indicate an unwillingness to contribute to group productivity. Discussion with the team mentor shall take place to decide on disciplinary steps.

f. Outside Communication

The primary form of communication outside of team meetings will be via the team Discord server. All team members are expected to check the server frequently throughout the business day. During the business day, it is expected that team members respond to correspondence within two hours of receiving it.

4. Tools and Document Standards

This section will cover the tools to be used to keep the team organized for the duration of the project. It will additionally cover the expected standards for documents as well as the process for document collaboration.

a. Version Control

A GitHub repository will be used to share, maintain, and manage the team's growing codebase. It is the responsibility of the Release Manager to establish standards for commits, forking, and so on. These standards will be enumerated below and are as follows:

- **Branching** - The main branch will have the deployable codes. Any new created branch must be created off of the main branch.
- **Commits** - Commits must have a description of the changes to help teammates understand what has changed.
- **Forking** - Team members must always have an updated repository to avoid editing conflicts.
- **Pull Request** - Team members must do a pull request before merging any work done. The request must contain a title and a brief description of the changes.
- **Push Request** - Push requests must be confirmed by the Release Manager before being pushed into the main repository.
- **Merge** - Before merging a pull request, a team member must look over the pull request to see if it's an appropriate request. The merger must also review and accept the default message or write a commit message.

b. Issue Tracking

Tasks will be generated, discussed, and assigned during team meetings or through outside communications. These issues will be tracked through the use of a Jira board. Team members are expected to contribute to the Jira board for progress tracking.

c. Word Processing and Presentation

All professional documents related to the project are expected to follow a consistent format and to be appropriately branded with the digiLearn logo. For word documents such as this one, the, “Document Template,” should be used to ensure a consistent cover page and document format. Other documents are expected to follow a similar visual design.

d. Composition and Review

The creation of each large-scale document will be headed by a Lead Editor. The Lead Editor will be determined during team meetings or over Discord. Every team member that is participating in the creation of the document is expected to submit their individual section to the Lead Editor no later than twenty-four hours before the document must be submitted. This allows the Lead Editor time to integrate all individual pieces of the document together into a single, coherent document with a consistent voice.

5. Team Self Review

During the first team meeting of each month, time will be made for a Team Self Review. During this self review, each team member will take a moment to reflect and note down what they feel they have done well and what they feel they could improve on. Then, each team member will take a turn sharing this reflection. During this time, everyone is expected to participate in a discussion regarding the performance of each team member and the team as a whole.