Team Name: Fire Scout   **Date:** 9/14/2020

Team Standards

Sponsor: Dr. Fatemeh Afghah

Mentor: Sambashiva Kethireddy

Team Members:

Nicholas Bollone

Matthew Briody

Jacob Hagan

Kenneth Klawitter

Drew Sansom

Intro:

This document will provide the team standards, which provides detailed standards for the project including the tools and documentation the team will use. Additionally, it introduces the team members, their roles, and provides details on how they will contribute to the project. Finally, this document is a living document that can be added to over the course of the project.

Team members and roles:

Roles are still being added and Adjusted.

Drew Sansom: Team Leader, Coder

The team member that coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts.

They are the only one that communicates with Dr. Doerry, Dr. Fatemeh Afghah, and Sambashiva Kethireddy, unless they delegate the responsibility.

Jacob Hagan: Recorder, Coder

This team member maintains detailed meeting minutes.

Kenneth Klawitter: Architect, Coder

This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.

Matthew Briody: Customer Communicator, Coder

The team member that coordinates and conducts customer communications.

Nick Bollone: Release Manager, Coder

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.

Team Meeting Expectations:

Meeting Times:

Sundays 5:00pm - 6:00pm (Mandatory)

Thursday 11:00am - 12:00pm (Optional/Update)

Impromptu meetings set through Slack

Agenda Structures:

Times may be changed or adjusted based on progress

(0min - 10min): 2 min status updates per person

(10min - 30min): Adjustments based on updates (Verbal)

(30min - 60min): Future deadlines and review of work in more detail (Actual look at progress)

Minutes:

The minutes will be kept by the Recorder. If absent, a substitute will be found at the start of the meeting.

Decision-Making Process:

Decisions will preferably be unanimous. If there is a 4-1 split, the majority will decide. If there is a 3-2 split, and time allows, the mentor will be informed about the dilemma and decide.

Decision making will be edited when the project's scope and the members responsibilities are further understood. For instance, front end designers will have more say about front end decisions, ect.

Attendance:

At least a two day notice is expected for an absence. Avoid missing two meetings in a row. Team members are expected to be on time with a 5 minute leeway. If someone knows they may be late to a meeting ahead of time, send a message in Slack to keep everyone updated. This policy will be flexible with extenuating circumstances and will be adjusted as needed.

Conduct:

Meetings will be held in a professional manner. Tasks lists and time sheets will be utilized to ensure the team stays on track. Interpersonal disputes will be handled by voting as a team based on the dispute. Cameras will be on for every team member during the zoom team meetings. If a team member is not participating, changes the

design without consent from the other team members, or causes any other issues for the team the team will try to resolve any these issues internally. If an issue is unable to be resolved internally, then the mentor will be brought in to resolve the issue at hand.

Tools and Document Standards:

Version Control (GitHub): Github will be used to post code. We will have a main project folder along with a separate folder prototype for evaluating code before it goes into the main folder. Each commit must be evaluated by 2 additional team members before it can be committed to the main folder.

Issue Tracking: Trello will be used to keep track of progress and be used for accountability. Each week new tasks will be added or updated based on the current progress on the project. The group Must all agree when a task has been completed. Issues that arise become priority before adding new tasks to be completed.

Word Processing and Presentation: Google drive is where documents will be reviewed and stored but team members are able to edit locally using any software they like. They are responsible for keeping formatting when uploading however.

Composition and Review: An Editor will be assigned for large documents. They are incharge of enforcing due dates for different stages of the document, and are responsible for submitting it. The due dates for different stated (first draft, second draft, ect) will be decided by the team as a whole.

Other Rules and Requirements

Can be added as needed.

Team Self Review:

Formal Team Self Reviews will be completed every 2 weeks at minimum. Team members will prepare a list of: 1) tasks they have done well, 2) tasks they can improve on, 3) subjects they are comprehending, 4) subjects they are having a hard time comprehending, 5) what they are most proud of.

Self reviews can also take place after large deliverables.