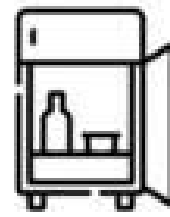


# Team Fridge Filler Team Standards

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Mentor: Sambashiva Kethireddy

# Introduction

This document will outline the team standards. Several standards will list software agreements, such as: tools, licenses, protocols, communication, version update and more. This document will list all requirements of all members. The purpose of this document is to ensure effective and efficient collaboration during the all development process of our project “Fridge Filler”.

## Team Meeting Expectations

### Meeting Times

- **Mentor Meeting: Tuesdays @ 1:00**
- **Sponsor Meeting: Thursdays @ 12:30**
- **Regular Meeting: Thursdays @ 1:00**

### Regular Meeting Agenda

- Brief on current tasks. Discuss any major issues and report significant progress.
- Plans to make sure current work is being completed.
- Discuss weekly objectives and distribution of upcoming work

### Minutes

Minutes to be taken by person with recorder role, if recorder is not present a new recorder will be assigned for the duration of the meeting.

### Decision Making

Decisions will be made on a 3/5ths majority of the group vote.

### Attendance Policy

All group members are expected to attend all planned meetings, especially with our mentor and sponsors. Group members who need to be absent from a meeting are expected to provide a summary of their current week's work before or at the meeting time, along with any other relevant information for the team meeting. Absent members are expected to read the meeting minutes in order to brief themselves on happenings from the most recent meeting.

Late attendance is to be addressed after the agenda is cleared, and if there is no time left to meet the late party should read the meeting minutes to brief on what they missed.

A team member can miss **3** meetings with excuses, and **1** unexcused meeting before disciplinary action is made. Disciplinary action at this stage will involve a meeting with the group mentor and all other members. If the individual misses this meeting, or 2 more meetings afterwards, Dr. Doerry will become involved. However, this policy can be considered flexible if there are extenuating circumstances.

## **Conduct Rules**

If there are issues such as interpersonal disputes, nonparticipating members, or team members changing things without team consent, the following will occur (the severity of the issue is listed from least to most severe)

- Discuss it and try and resolve it
- Discuss it as a group during a meeting
- Discuss the issue with the team mentor
- Discuss the issue with the CS Capstone Organizer

## **Team Members and Roles**

**Team Leader:** Jonathan Derr

**Customer Communicator:** Jonathan Derr

**Recorder:** Travis Flake

**Architect:** Zhibang Qin (Front End)/Shangyi Dai (Back End)

**Release Manager:** Gage Gabaldon

**Coder:** All members of the team are expected to produce code for the project, and this role will be divided into categories after future research is done to help determine what each member is best suited to.

# Tools and Document Standards

## Version control

Github: Our project repository will be hosted on github, and we expect commits to the project to only be made when they are relevant to the development of the project or as cleanup tasks performed by our release manager.

## Task/Issue tracking

Monday.com will be used for task and issue tracking, as it allows for well formatted task and subtask assignment, allows users to track completion of current tasks, and allows due dates to be set for a task. It will also be the primary means of communicating on specific technical issues.

Each team member will be responsible for keeping their tasks on the monday.com board as up-to-date as they can reasonably manage. This includes adding new subtasks, changing task status, and giving updates on any major progress in the task thread. Only the Project Lead is allowed to change top-level task priority, but other team members are allowed to change a subtask's priority for their assigned tasks as they see fit.

## Word processing and presentation

Google Drive will be used for all of our collaborative efforts and document storage. Google Docs will be used for all of our paperwork needs, and Google Slides will be used for all of our presentations. For any fully edited, prerecorded video presentations, we will use VSDC as the editing tool. The Final medium for Documents will be .pdf, .pptx for presentations, and .mp4 for videos.

## Composition and review

When working on deliverables, all assigned subtasks should be completed at least one full day before the deliverable is due (ex. If a deliverable is due at 2:20 on Friday, it should be complete by 2:20 on Thursday).

The Project Lead and Release Manager will share responsibility for reviewing all subtasks and ensuring that they will be completed on time, with the Release Manager being primarily responsible for this.

## **Communication**

Our team will communicate through Zoom for text, audio, and video based discussion concerning the meetings and significant issues with the project, and the per-task threads on Monday.com will be used for minor, more specific discussions.

## **Team Self Review**

For the first half of the project (The Fall 2020 Semester), team members will fill out a self-review every two weeks. This form will cover what team members feel they are doing well, where they believe they can improve, and a brief recap of what they have accomplished since the last review. These reviews will be sent directly to the Project Lead via email on the morning of every other regular meeting day. During the second half of the project (The Spring 2021 Semester), team members will only have to fill out one of these self-reviews at the end of every month. During this time, they will be due on the morning of the last regular meeting day of that month.