



Team HomeAide

Team Standards

Version 3.1

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Overview:

The purpose of the team standards document is to outline the duties, standards, expectations, and rules that our team intends to follow throughout Capstone. What follows is an explanation of what roles each of us will perform, the expectations we have set for our team meetings, and the tools we will utilize to accomplish them. This document will conclude with how we intend to review ourselves as a team.

Team Members And Roles:

Seth Borkovec: Team Lead, Client Communications, Coder, Co-Editor

Ethan Donnelly: Team Recorder, Release Manager, Coder

Courtney Richmond: Product Research Manager, Website Manager, Coder, Editor

Noah Baxter: Team Architect, Coder

Descriptions of Roles:

Team Lead: The role of the Team Lead is to coordinate tasks, manage the team and keep everyone on track. The Team Lead is also responsible for conducting the meetings.

Client Communications: The role of the Client Communicator is to serve as the contact point between the team and the client. This includes scheduling meetings and keeping the client informed of the team's progress.

Team Recorder: The role of Team Recorder is to record and document meeting minutes.

Release Manager: The role of the Release Manager is to review and manage the various different branches of the project.

Editor: The role of the Editor is to review and consolidate the individual sections of larger documents to ensure they all flow well together and maintain consistent style and formatting.

Co-Editor: The role of the Co-Editor is to assist the Editor with their role.

Product Research Manager: The role of the Product Research Manager is to obtain relevant information of how the teams and client will make use of our product. This will be accomplished by consulting individual's knowledge in that area.

Website Manager: The role of the Website Manager is to maintain and update the team's website with the relevant information and documentation as the team progresses through the project.

Team Architect: The role of the Team Architect is to make sure that the team's decisions regarding project architecture are being followed as well as managing architecture changes if necessary.

Coder: The role of the Coder is to implement the code for the project. All team members will take on the role of coder.

Team Meeting Expectations:

For a more detailed explanation and overview of the expectations, actions, and protocols for how team meetings will be conducted, see the Communications Strategy document. This document explains how meetings will be structured, when they will occur and for how long, the proper procedure in regards to absences, and communication etiquette.

Conduct:

- A. Personal vs Professional Disputes
 - a. Personal dispute in a meeting:
 - i. The team lead will call an end to the meeting and the team will take a timeout period of at least two hours.
 - ii. If when the team meets again, the situation has not been resolved, the team will document the instance and report to the team mentor.
 - b. Professional dispute in a meeting:
 - i. A member not involved in the dispute will initiate a poll for a "coffee break," or the person will interrupt the meeting and bring attention to the issue. Voting for a "coffee break" is the codeword that the situation has become uncomfortable.
 - ii. The entire team will take a 5 minute break from the meeting.
 - iii. When the meeting resumes, the team lead will initiate a discussion into the issue.
 - iv. If the issue cannot be resolved immediately, the team will follow the actions of a personal dispute in a meeting as described above.
- B. Non-Participating Team Member:
 - a. Definition: A member who is not attending meetings or not completing tasks without a valid reason as determined on a case by case basis.
 - b. Any concerned team member will contact the team lead about the issue and the team lead will be responsible for opening the discussion with the team.
- C. Any issue that escalates or fails to be resolved internally by the team will result in the team lead contacting the team mentor for intervention. In the case that the team lead is involved, the non-involved team members will contact the team mentor.

Tools And Document Standards:

Version Control: The team will use GitHub for version control.

Issue Tracking: The team will use the issue tracking in GitHub.

Internal Team Communication: Discord will be our primary means of communication. Email will be used for the more formal team and outside communications. Text messaging is reserved for emergencies or urgent situations.

Word Processing: Google's G-Suite will be used for all official documents to enable team collaboration.

Composition and Review: For larger documents the team will evenly distribute work among the team members. All sections will be delivered to the editor at least one day before the final document is due.

Team Self Review:

Weekly: Each week, each team member will be given time at the beginning of the weekly team meeting to talk about the tasks that they have completed and are currently working on.

Monthly: At the last meeting of each month the team will discuss the overall progress and accomplishments of the team as well as planning ahead, and produce a document within a week of that meeting. The monthly review will focus on the bigger team picture, discussing topics such as long-term goals as well as the overall progress that has been made during the month. The team will also assess any areas in which they are falling behind schedule should it become relevant.