

Team Standards

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LOST EXPRES



Sponsor: Joe Llama

Mentor: Volodymyr Saruta

Team Lead: Brooke Caldwell

Architect: Jared Cox

Customer Communicator: Olivia Thoney

Release Manager: Ian McIlrath

Meeting Recorder: Austin Bacon

The purpose of this document is to outline the roles and responsibilities of the LOST EXPRES team members. Additionally, this document provides information on expectations and standards set by the team on the subject of team meetings, and documentation.

Team Members and Roles

- Brooke Caldwell: **Team Lead** - Coordinates task assignments, runs meetings, and makes sure work is progressing.
- Jared Cox: **Architect** - Responsible for making sure core design decisions are implemented correctly.
- Olivia Thoney: **Customer Communicator** - In charge of communications with the client.
- Ian McIlrath: **Release Manager** - Coordinates version control, and ensures build tools can generate the release.
- Austin Bacon: **Meeting Recorder** - Maintains notes and minutes on team meetings.

Team Meeting Expectations

- Meeting Times: Planned for Friday 12:30 - 1:00 PM, and possible weekend meetings if required.
- Response Time: Aiming for a 2 hour response time on weekdays (Monday - Friday, 8AM - 8PM), and 4 hour response on weekends (Saturday & Sunday, 8AM - 5PM).
- Agenda Structure: Everyone gives a short description of what they are working on at the beginning of the meeting. Throughout the meeting, planning and decisions can be made

collectively before splitting and assigning tasks for that week. Meetings will end with a summarization of the meeting as well as relevant reminders for the group.

- Decision-Making: A simple majority of 3/5ths will be appropriate for minor group decisions, while others may need to be 4/5ths or unanimous depending on how critical the decision may be. This will be determined as a group when the decisions arise.
- Attendance: 24 hours notice of absence is acceptable, while 3 or more absences will need to be addressed directly with that group member regardless of if notice was given.
- Conduct: Keeping it casual when working with each other, while taking a more formal tone when working with the client.

Tools and Documentation Standards

- Version Control: Using Git and Github to manage code, preferring to make small changes with detailed but concise commit comments, and only using forking as needed brought up in meetings.
- Issue Tracking: Issues and tasks are planned and assigned on Jira. Each of our responsibilities are assigned separately for individual tasks, and collectively for team deliverables.
- Word Processing and Presentation: Writing professional documents and creating presentations can all be held on Google Docs and Slides, which can be accessed by the group on a shared Google Drive for the Capstone. Tools for graphical design and such can be handled by whoever claims the task, but can include programs like Inkscape, Gimp, Indesign, etc.

- Composition and Review: We will give the editor at least 48 hours to ensure that the technical documentation is well written and flows together.

Team Self Review

- Self reviews will occur every month during team meetings, in which we will express how we feel about our own progress, allowing others to chime in if need be.