

Northern Arizona University

Team Radio Pi



Capstone Team

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Team Standards Document

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Overview

The purpose of this document is to outline the standard practices for our capstone team. Team members and roles will be introduced, as well as meeting standards, programming practices, tools and document standards, and team self review.

Contents

Team Member Roles.....	4
Team Meeting Expectations.....	5
Tools and Document Standards.....	6
Team Self Review.....	7

Team Members Roles

Tyler Plihcik - Team Lead

The team leader will coordinate task assignments and ensure that work is progressing throughout the entire project. They are to run meetings as well as make initial efforts to resolve conflicts.

Brandon Click - Release Manager and Communication Manager

The Release Manager will coordinate all project versioning and branching, code reviews and cleans up commit logs or accuracy, readability, and understandability, and ensures that any build tools can quickly generate a working release.

The Communication Manager will responsible for coordinating and conducting customer communications.

Jeffrey Williamson - Recorder

The recorder will maintain detailed meeting minutes. All records will be kept in the designated team google drive. Everyone with access (our team) can see the records.

Kaelen Carling - Architect

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

Saurabh Jena - Coder

The coder is responsible for maintaining a clean readable code base, and will make decisions during the development process if issues arise. Although all team members will be programming in some way shape or form, the coder will have more significant influence on decisions regarding the code base.

Team Meeting Expectations

Meeting Times:

There will be weekly meetings at 6:00 PM on Thursdays in our Discord server. Outside of meetings, additional text conversations will be held there. The Discord server will be the place to reach out to other members as well as the place to ask for emergency meetings.

Additionally, all client meetings will be held on Tuesday afternoons, every week, at 3:15 PM.

Agenda Structure:

First 10 minutes devoted to recap of previous work.

Next 40 minutes should be spent on current work for the week.

Remainder of meeting to discuss future work and planning ahead.

Minutes:

The recorder is in charge of taking notes for meetings. Notes from all meetings will be available in shared Google Docs.

Decision-Making Process:

When there are disagreements, decisions will be made with a three fifths majority.

Attendance:

Each semester every member is allowed 3 excused absences and 1 unexcused absence from the weekly meeting. If someone is late to a meeting without prior notification to the group, they are allowed to be up to 10 minutes late

Conduct:

Limit tangents to short discussions (5-10 minutes occasionally). If any one person wants to return to the main discussion, everyone must respect their wish and follow suit.

Conflict Resolution and Nonparticipating Members:

1. Reach out to person individually
2. Reach out to team lead, unless they are involved, to act as mediator
3. Reach out to mentor as mediator
4. Dr. Doerry will be contacted

Conflict Avoidance:

No one should make overarching changes to any deliverable without first consulting the lead of that deliverable.

Tools and Document Standards

Version Control:

We will be using GitHub to store and manage different versions. Brandon will be in charge of merging branches back to the Master branch. Use descriptive names that relate to the work being done instead of numbers when making a new branch. Avoid forking unless necessary.

Issue Tracking:

Trello will be used to track tasks and assign them to individuals and teams of individuals. When someone has completed their tasks, it should be moved accordingly. If an individual fails to update Trello, start by reminding them. Escalate to Conflict Resolution as needed.

Word Processing and Presentation:

Google Drive will be used to store documents related to Capstone. This does not include code which will be saved on GitHub. Google Docs and Google Slides will be used to coordinate working between everyone. Overleaf will be used as needed to create higher quality documents.

For documents the following guidelines will should be followed:

- Standard cover page should begin all documents with changes
- Headings made in Trebuchet MS font size 18
- Subheadings made in Trebuchet MS font size 16
- Normal text in Times New Roman in size 12

Composition and Review:

Team lead will be the final editor for all documents with recorder helping. Deadlines are Wednesday nights for rough drafts. This will allow a rough draft to be presented to the mentor during Thursday meetings. Final drafts are due to the editors Thursday nights. The final edited draft needs to be submitted by 2:00 PM Friday at the latest unless otherwise stated.

Team Self Review

The first meeting of every month will be when the Team Self Review is due. The tone should be semi formal. In general we will have weekly updates during team meetings that can be summarized in the monthly version.