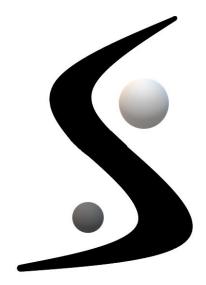# Team Sirius

Team Standards

9/18/2020
Project: NPOI Dashboard Web Application

Team Members:
Mario DeCristofaro
Cameron Hardesty
Hannah Park
Matt Rittenback

Sponsors:
Jim Clark
Adam Schilperoort
Peter Kurtz

Mentor:
David Failing

The purpose of this document is to establish team expectations and outline the team's approach to effective communication

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Introduction

This document is meant to outline all standards involved in the operation of the team for this Capstone project. In this document you will find the expectations of all the roles and responsibilities of members within the team, the team's expectations regarding meeting structure, and the format and method of recording meeting information. There will also be information regarding how the code base for the project will be managed, documentation expectations and the method by which our team will handle monthly internal reviews of personal performance.

Team Members and Roles

This section will introduce each of the team roles and the assigned team member. Then each subsection will go into detail about what is expected of each role.

Team Leader - Matt

The team leader is responsible for scheduling, organizing, and facilitating meetings for the team, including internal team meetings, client meetings and mentor meetings. They are also responsible for coordinating task assignments, as well as making sure that the team is working efficiently to complete tasks. Finally, they will also make the initial efforts to resolve any potential conflicts within the team.

Customer Communicator - Matt

The customer communicator is responsible for maintaining open communication with the client as well as providing updates on the overall progress of the project.

Recorder - Hannah

The recorder is responsible for writing detailed notes on what was covered during team and client meetings. They will also be responsible for sending the client a professional copy of the meeting notes 24 hours after the meeting.

Architect - Cameron

The architect is responsible for ensuring that core architectural decisions are followed during implementation. They are also responsible for ensuring that the codebase is consistent and clean.

Release Manager - Mario

The release manager is responsible for creating and maintaining the Git repository, along with coordinating project branching. They also handle and review any commit logs for accuracy and readability. Finally, they are responsible for ensuring that any build tools can quickly generate a working release.

Webmaster - Mario

The webmaster is responsible for creating the team's project website along with maintaining the website, providing regular updates with new content as the team completes major deliverables or programming phases.

Editor - Matt

The editor is responsible for reviewing and editing any and all documents the team produces. They ensure that the content of the document flows smoothly, has consistent style and comes together in a professional coherent manner.

Coder - Everyone

Coders will be responsible for writing and producing code in various languages for parts of the project.

Team Meeting Expectations

This section will detail out and explain the team's agreed upon standards for meetings and the associated conduct.

Meeting Times

Listed below are the three meetings that the team will conduct on a weekly basis, online through Zoom:
- Client Meetings:
  - Monday at 3:00pm-4:00pm
- Team Meetings:
  - Wednesday at 3:00pm-4:00pm
- Mentor Meetings:
  - Thursday at 11:30am-12:30pm

The team will also communicate through text messages to plan any impromptu meetings as necessary for when emergencies occur and it is vital for the team to come together.

Agenda Structure

Before every meeting, there will be a document created with a list of discussion topics to cover during the meeting. The schedule can include items that were not covered from the previous meeting or new items that pop up as the project progresses. At the beginning of the meeting, the team lead will go over the topics to ensure there are no missing items, and then the team will proceed through the items in the order of importance.

Minutes

The recorder will be responsible for creating weekly meeting minutes, for both the client meetings and internal team meetings. The format will follow a basic minutes document, with bullets for each topic the group discussed and roughly the amount of time spent discussing each topic. The top of the minutes will also highlight any key action items that need to be handled by the team immediately. The minutes will be distributed to all relevant parties of the meeting, within 24 hours after the meeting.

Decision-Making Process

For the matter of disagreements within the team, the team will hold a discussion about the conflict and attempt to reach a compromise from all parties. However if the group still can't reach a compromise in a disagreement, then the team will move forward with the majority vote.

Attendance

Every team member is expected to attend and arrive on time to any and all meetings. If a team member is unable to attend a meeting, they are required to let the team know at least an hour in advance, providing a reason they will be absent and relevant updates necessary for the meeting. Also, if the team decides that a client for a given week isn't necessary, the team must send an email to the client no later than the Friday before, with relevant updates of the project, detailing what the team has been working on. If a team member shows up to meetings consistently late, then the team will spend time in a team meeting to discuss any potential issues the member may have and work as a team to come up with a solution to the issue. In the event that a team member misses a meeting without providing a warning to the team, there will be a discussion with the offending team member to determine the reasoning for their lack of communication. A second offense of missing a meeting with no notice, will result in the team informing the team mentor and bringing it up in a mentor meeting. A final and third offense will result in the team bringing up the issue with the capstone organizer, Dr. D and discussing any potential punishments.

Conduct

Durings meetings, team members are expected to speak respectfully to one another and act in a professional manner. If an argument arises, it is expected all team members will maintain a

professional manner and work to reach a compromise for the issue. If a team member shows signs of not actively participating and contributing to the efforts of the team, first they will be sat down during a team meeting and the team will issue a informal warning and discuss any potential issues they may be having, and then come up with a solution moving forward to re-engage the member back into the project. If they continue to show signs of non-participation, then the team will bring up the issue with the team mentor to further discuss the issue and send a notice to Dr. D. Finally, if the team member continues to not contribute after the internal team discussion and mentor discussion, then the team will alert Dr. D and seek to resolve the issue.

Tools and Document Standards

This section will cover all the relevant tools the team will be using for the project.

Version Control

The team will be utilizing a private GitHub repository to share and maintain their codebase. Each member will fork to their own branch in order to work on individual features. Pull requests will be reviewed by all team members and accepted by the release manager.

Issue Tracking

The team will be using a private Trello board to assign and manage the progress of tasks. It is expected that team members will frequently update this board as they progress on their assigned tasks.

Word Processing and Presentation

The team will be using a shared Google drive to collectively work on all deliverable documents and presentations. Google drive will allow all team members to work collaboratively on the documents at the same time and leave comments on sections to provide feedback. Also, the team will utilize iMovie to compile and edit video presentations.

Composition and Review

For larger documents to be created by the team, various sections of the document will be divided and assigned to different members for them to complete. It is expected that each team member will complete their assigned sections 24 hours before the due date of the deliverable. This provides the editor with enough time to review the document and provide any potential feedback to other members. After any final changes are made, the editor will review the document and ensure that the deliverable flows well and has consistent style.

Team Self Review

Once a month, during the last meeting of the month, the team will set aside a chunk of time dedicated to conduct a team self review. During this time, each team member will reflect on their personal performance and discuss any potential areas they can improve on. Following this self reflection, each team member will receive respectful and professional feedback from other members of the team on their performance in the context of the team and provide helpful tips if a team member is struggling. The goal of this self review is to bring the team together on the same page and ensure the project goals are being met.