Team Standards

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Team Name: SongBird

Project Sponsor: Paul Flikkema

Team's Faculty Mentor: Andrew Abraham

Team Members: Kevin Imlay, Daniel Mercado, Yasmin Vega-Nuno, Anqi Wang

INTRODUCTION

The purpose of this team standards document is to outline the expectations and standards this team is expected to run by. In this document we discuss in detail our team roles, meeting expectations, tools and document standards, and team self review.

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Team Members and Roles

Role Descriptions:

The Team Leader - Coordinates tasks and assignments ensuring they are done on time, running meetings, as well as making the initial efforts to resolve conflicts between team members.

The Customer Communicator - Communicates with Dr. Flikkema (client) and Andrew Abraham (faculty mentor), organizes meetings with Dr. Flikkema and Mr. Abraham, and shares information between everyone involved in the project.

The Recorder - Takes clean and organized meeting minutes during client, mentor, and team meetings and presentations and distributes the meeting minutes to all team members via Google Drive.

The Architect - Ensure that core architectural designs for the desktop interface and embedded system are followed during implementation as well as changes to architectural designs are valid, do not cause conflicts, and corrects conflicts in design.

The Release Manager - Ensures that git operations such as commits and branches are created correctly, reviews commits for accuracy, readability, and understandability. Confirms that Simplicity Studio can build and upload code to the board, the desktop application can build and run, and the website can be loaded without errors and bugs.

Coders - Develops code that is readable and follows coding standards and formatting, tests code to their best ability, and produces clean documentation of code.

Member Assignments:

Team assignments have both a primary and back-up members assigned to them for the event a team member is not able to participate. Our team role assignments are described below:

Kevin Imlay
- Primary Roles: Team Leader, Customer Communicator, and Coder
- Back-Up Roles: Release Manager
- Project Aspects: Embedded system back end.

Daniel Mercado
- Primary Roles: Release Manager and Coder
- Back-Up Roles: Architect and Team Leader
- Project Aspects: Embedded system back end.

Yasmin Vega-Nuno
- Primary Roles: Recorder and Coder
- Back-Up Roles: Customer Communicator
- Project Aspects: Desktop application front end.

Anqi Wang
- Primary Roles: Architect and Coder
- Back-Up Roles: Recorder
- Project Aspects: Desktop application front end.

Team Meeting Expectations

Meeting Times:

Team meetings are to be held every week, on Fridays, starting at 5:00 pm. In the event an impromptu or emergency meeting is required, contact shall be made 12 hours before the meeting starts. All team members have the power to call meetings.

Client meetings are to be held once a week, on Mondays, at 1:00 pm. In the event of a critical question or concern, an email is sent to the client with details and a 24 to 48 hour lead time for a meeting.

Mentor meetings are to be held once a week, on Wednesdays, at 2:30 pm. Impromptu or emergency meetings can be organized Monday thru Friday from 7:00 am to 5:00 pm with the possibility for a meeting taking place the same day as the request.

Meeting Agenda Structure:

Below are the steps that we will take every meeting.
1. Stand-up where each team member presents roadblocks and current task progress. (During mentor and client meetings the recorder will discuss all topics for standup.)
2. Presentation of tasks that will be assigned. They are organized by vote or volunteer. If no one takes the task it will be assigned by drawing straws.
3. An overview of upcoming tasks and some thoughts about the task.

Meeting Minutes:

Meeting minutes will be taken by the Recorder, they will be distributed to the team in Google Drive. If the Recorder is not able to be present, a backup Recorder will be assigned.

Attendance:

Attendance to all meetings is mandatory. If a team member is not able to attend a meeting, a notification of at least 24 hours in advance is ideal. When a team member notifies the team, a written report must be provided covering all the information they would have presented to the team during the meeting.

Absences can be forgiven with reasonable justification.

Absence from meetings will be handled on a 4-strike basis where:

- 1 Absence: Team lead will privately discuss the nature of the absence.
- 2 Absences: Team lead will call an impromptu meeting to discuss the absence and how to get back on track.
- 3 Absences: Team Communicator will call an impromptu meeting with the team mentor.
- 4 Absences: Team Communicator will contact Dr. Doerry with assistance on the issue.

Absences are not an excuse for not being informed on what took place during the meeting. The absent member is to review the Meeting Minutes document and discuss any questions or concerns with the team.

Conduct:

Team members are expected to pay full attention during all meetings without distraction from electronic devices. During client and mentor meetings team members are expected to make themselves presentable. Official meetings with the client, mentor, and regular team meetings are for only discussing project information and progress. Contact between members involved in the project should be professional.

If any disputes happen within the team the following steps will be followed.

1. Disputes should first be discussed between the individuals involved separate from the rest of the team.
2. Impromptu meeting can be called to discuss the dispute as a team.
3. The team mentor should be contacted for an impromptu meeting.

4. Contact should be made from the team leader to Dr. Doerry.

Decision Making:

Decisions may be made through majority vote preferably with a unanimous decision after discussion. In the event a majority vote is inconclusive, the decision should be brought to the team mentor in a formal email or in an impromptu meeting for more serious decisions. In the event of a 2-2 split, a coin toss can be used to break the tie.

Voting can take place anonymously through www.strawpoll.me if desired or necessary.

If a team member is unhappy with a task assignment, that team member should attempt to find another member who is willing to trade task assignments.

Design changes need to be evaluated by the acting team Architect. Major design changes should be brought to the client and mentor for approval before continuing with the changes.

Any decisions that aren't described previously should be assessed in a reasonable manner on a case-by-case basis.

Tools and Document Standards

Version Control:

Version control will be managed using git in combination with www.github.com.

All team members are required to push their code relating to a task once they are finished with that task. If any problems arise, contact the Release Manager for instructions on how to go about managing pushes, merges, and branches.

All team members are expected to push to their own branch with descriptive and accurate push notes.

Issue Tracking:

Tasks will be kept track of using the kanban tool provided by GitHub under organizations and projects. Team members are expected to manage their own assigned tasks on the kanban board from To Do, to In Progress, and to Completed while making progress on their tasks. Known bugs or issues must be added to the backlog as soon as they are identified if they cannot be quickly and simply fixed within their own code.

Word Processing and Presentations:

Team members will use G-Suites for the development of text documents, presentations, and for sharing and collaboration on documents so that changes are central and can be shared immediately.

Composition and Review:

Large documents deliverables will be broken down into smaller sections and assigned as tasks for team members. Assignment of these sections will take place on a volunteer basis first, and will be assigned if not taken.

Sections distributed as tasks should be given to the document editor with enough time for editing. This is subjective to the length and complexity of the document. It is preferred to complete document editing 48 hours before it is due. Anything sooner than 24 hours is a risk for not completing the document on time.

Document editors can change between documents, but are not required to as long as they are alright with it.

Team Self Review

All team members are required to assess their performance on a bi-weekly basis. Self reviews will take place during regular team meetings after the Stand-Ups and roadblocks. Each team member will be expected to be prepared with a short list of tasks they did well and ways they can improve, and will present these to the group for constructive feedback.