

# Team Standards

September 18<sup>th</sup>, 2020



## Team Success Starters

Sponsor: Don Goffena

Mentor: David Failing

Team Members: Carter Wrobel  
Joshua Geyer  
Zhicen Liu  
Abdulaziz Alfort

## **Introduction:**

The purpose of this team standards document is to cover how the team will work together on the project. This document will cover team members and their roles, meeting expectations, tools and document standards, and a team self-review.

## **Team Members and Roles:**

- **Team Leader:** Carter Wrobel
- **Customer Communicator:** Carter Wrobel
- **Recorder:** Joshua Geyer
- **Architect:** Abdulaziz Alfort
- **Release Manager:** Zhicen Liu
- **Coder:**
  - Front End: Carter Wrobel and Zhicen Liu
  - Back End: Joshua Geyer and Abdulaziz Alfort

## **Team Meeting Expectations:**

- **Meeting Times:** Meeting times shall be Sunday's at 12pm for the team, Friday's from 12:30-1:20 with the team Mentor and Friday's from 9am-10am with the team sponsor.
- **Agenda Structure:** The meetings will begin with each member spending between 1 to 2 minutes discussing what they did over the past week. Next, team members will discuss projects/assignments that were completed over the last week, specifically talking about what can be learned from the project, and if there are any improvements that still need to be made. Next, upcoming tasks should be discussed, including what needs to be done and who will do the task.
- **Minutes:** Meeting minutes will be recorded in a google doc that will be available on the google drive for the rest of the group.
- **Decision-Making Process:** Disagreements should be solved with an eventual unanimous agreement, but if that cannot occur then a clear majority (such as 3 out of 4 members) should be reached.
- **Attendance:** Team members should do their best to avoid missing meetings. If a team member needs to miss a meeting, then they should let the group know ahead of time. If a group member misses a meeting without warning, the group should talk to that member to ask why they did not attend the meeting. If this happens multiple times without change, then the team will speak to their mentor and/or the Capstone Organizer.
- **Conduct:** Members should refrain from being distracted during meetings. Interruptions/distractions should be promptly called out by the team leader. If a team member does something the rest of the team does not appreciate

(such as non-participation or unapproved project alterations) then they will receive a polite heads-up, followed by a formal discussion in meeting, and ending in a team discussion with the CS Capstone Organizer.

### **Tools and Document Standards:**

- Version Control: The team will be using GitHub to control versions of the product to commit and pull code versions.
- Issue tracking: The team will be using Trello to manage issues and track what tasks are left to be done. Tasks in Trello will vary from development pieces as well as documentation that needs to be complete as well.
- Word Processing and Presentation: The team will be using a google drive to collaborate and share their input when it comes to documents and presentations. Using this tool will allow for a central place for team members to access team files and deliverables as well as make changes as needed.
- Composition and Review: When it comes to larger deliverables, Joshua will be the main editor since he is the team Recorder. Carter will finalize all documents before submission and presentation. Deadlines will be 24 hours before the due date to ensure revisions are made and the documents are reviewed. Assignments for separate areas will be assigned based on the type of deliverable that is due.

### **Team Self Review:**

For the team self-review. At the start of each team meeting a survey will be filled out containing things like, what the team member did well the past sprint , what they did not do well, what needs to be worked on, goals for the next sprint as well as feedback for other team members that can either be positive or negative, but it will need to be constructive criticism.