



Team Standards

Team: TITAN

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Sponsored by: Dr. Will Grundy & Dr. Jennifer Hanley

Team Mentor: Volodymyr Saruta

Quinton Jasper

Hui Wan

Elijah Anakalea-Buckley

Hao Liu

Introduction:

This Team Standards document will act as a guideline by which all team members will follow. It contains information regarding the general practice of etiquette in the group setting. It will encompass the professional and the personal standards that the team will be upholding. General roles will be included but subject to change. Along with that, deadlines, expectations, standards, tools and reviews will be outlined to have a general understanding of how the team will function and proceed whenever problems arise.

Team members and roles:

Team Leader: Quinton Jasper

Customer Communicator:

- Quinton Jasper (Primary Contact)
- Elijah Anakalea-Buckley (Secondary Contact)
 - When contacting the team please CC the emails and messages to both primary and secondary contacts in case of emergency or ones inability to contact the team

Recorder: Hui Wan

Architect: Hao Liu

Quality Assurance: Elijah Anakalea-Buckley

Programming lead: Elijah Anakalea-Buckley

Team Meeting Expectations:

Meeting Times:

- Weekly meetings starting at 6:00 p.m on Tuesday (main meeting).
- Extra End-of-Week meeting scheduled for Friday, 1:00pm, starting date TBD

Agenda Structure: All meetings will begin with a 2 minute update report from each member on their activities since the last meeting. You are permitted to create notes beforehand for your own personal use, but no deliverables will be required.

Minutes: We will have all meetings recorded into video format by our lead Recorder. Notes will be taken and distributed to other teammates through our internal communication channel (Discord).

Decision-Making Process: In the case of a disagreement for any reason between team members, we will rely on a majority vote to make a final decision. In the case that the vote is tied, the team

leader will assess, make a case, and explain to the team why one solution should be chosen over the other.

Attendance: Due to the uncertain nature in current times, there will be no hard-set attendance limits, as most forms of communication are set to be online and information will be shared on a “rolling” basis through our Discord server. However, in the case that a member is to be perceived to be lacking in attendance and participation, the group as a whole will discuss what actions need to be taken, including but not limited to disciplinary actions on a team-level and involving higher-level management if need be.

Conduct: Our team should provide an atmosphere that is welcoming, friendly, and respectful, keeping basic professionalism in mind. Team members should feel comfortable and willing to communicate with the team leader when in need. This includes, but isn’t limited to discussions about: interpersonal disputes, team division, nonparticipating members, and other disputes of this nature. In order to resolve these issues, intervention will progress as such:

1. We will begin with a polite heads-up to the affected parties
2. If unsolved, we will discuss the issue as a formal discussion point in-meeting,
3. If the issue is still not solved, we will conduct team discussion with the CS Capstone Organizer.

Tools and Document Standards:

In this section, you'll cover all of the tools you'll use, expectations for how they will be used, and related processes. Some examples include:

Version Control: We will use GitHub to update our codebase. Repository maintenance will be conducted by our team’s Release Manager(QA). Anyone else who wants to update files within our project’s GitHub repository should contact our QA in the case of file conflicts.

Issue tracking: The team will be using Trello to track the incremental aspects of the project and determine “what” is being done by “who”. This will determine who holds responsibility for certain bugs. We will be commenting extensively while also utilizing the bug tracking software in the IDE’s that are being used to develop the project. This will catch the errors done while programming and the comments will point in a general direction when seeing a failure in architecture.

Word Processing and Presentation:

Our tools for this project will fit into the following categories:

- Word Processing
 - All text documents will be written using Google Docs
 - Exported to PDF format for submission
- Keynote presentation
 - All presentations will be created using Google Slides
- Graphics Design
 - GNU Image Manipulation Program (GIMP)
- Video/Audio Editing
 - Video: Kdenlive
 - Audio: Audacity

Composition and Review:

- **Lead Editor:** The role of lead editor will rotate through each member alphabetically for each document.
- **Deadlines:** Deadlines will be set well before deliverable is due to the client. This will allow for a review and rewrite process as well as cushion in case some tasks prove to take more time. Any and all deliverables should be in the hands of our lead editor/QA tester, etc. at least one full day before the deliverable's official due date. Different deliverables may require an earlier deadline, which will be specified below:
 - Project Code - 3 days before due date
 - Presentations - 2 days before due date
 - Word documents - 2 days before due date

Team Self Review:

For the duration of this project, informal peer reviews will take place once every month. This will be in the form of simple and short comments that will be shared among the group members during a meeting. The group will provide a template review sheet so that members can make note of their comments. The goal of these meetings will be to constructively review our peers in a respectful way to better the progress and development of the team as well as the project. Any malicious comments will be taken up with the team leader to discuss if further action is needed on a particular team member.