Team Standards Document

Team VirusWatch

Kevyn Sisante
Anas Albedaiwi
Colton Barboro
Bryan Stahman
Ziang Zhou

Project Sponsor: Dr. Crystal Hepp
Project Mentor: Volodymyr Saruta

September 12, 2020

Introduction

The Team Standards document is necessary in order to communicate and cooperate in an efficient and effective manner. This document establishes a common understanding of expectations and promotes collaboration.

Team Members and Roles

Team Leader: Kevyn Sisante
Customer Communicator: Colton Barboro
Recorder: Bryan Stahman
Architect: Anas Albedaiwi
Release Manager: Ziang Zhou
Coders (tentative):
- Front-end (React) - Colton Barboro, Kevyn Sisante, Anas Albedaiwi
- Backend (node.js) - Bryan Stahman, Ziang Zhou

Team Meeting Expectations

Meeting Times: Team Meeting every Sunday 4pm - 5pm
Meeting with Mentor every Thursday 1pm - 2pm

Agenda Structure: all meetings begin with a 2 minute update report from each member on their activities since the last meeting

Minutes: Meeting minutes will be shared through google docs. Everyone will be able to view and edit.

Decision-Making Process: Disagreements will be decided with majority rule
Attendance: Attendance will be flexible as long as a group member does not miss more than 5 meetings without precedence.

Conduct: nonparticipating team members will be dealt with in the following order:

1. a polite heads-up
2. a formal discussion in meeting
3. a team discussion with the CS Capstone Organizer.

Tools and Document Standards

Version Control: Github will be used as our codebase. Commits must have a detailed message containing the location of the change and how the member changed it. Merges are managed primarily by the Release Manager.

Issue Tracking: Jira will be used for monitoring tasks and their completion.

Word Processing and Presentation: Google docs and Google slides will be our primary word processing application.

Composition and Review: We will assign an editor for each large document deliverable. Deadlines for issuing to the editor will be at least 24 hours before the due date.

Team Self Review

Self Reviews will be conducted once a month, during our scheduled weekly meeting. Everyone will sketch out what they have done well, what they need to work on and their plan for possible improvements.