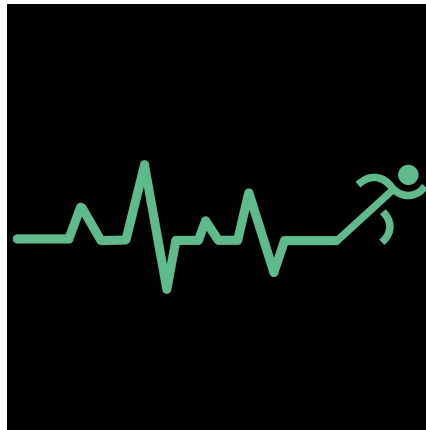# Team Agone

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Team Standards
September 27, 2021

Team Members:

Rylee Mitchell , Kaila Iglesias , Samantha Rodriguez ,
Jonathan White Velasco

Sponsor:
Adam Stepanovic

Mentor:
Vova Saruta

Introduction

       The purpose of this document is to outline the team standards for Team Agone as created and agreed upon by the members of the team. This document includes specifics on each of the roles and associated responsibilities, who has been assigned to each role, the expectations for group meetings, the tools and documentation standards we will adhere to once development begins, and the expected self-reviews. The standards clarified here are meant to help all team members take responsibility for their role in the success of the capstone project as well as to help encourage and support each other in carrying out one's respective responsibilities. This document is open to change as long as changes are discussed and agreed upon by all team members.

Team Members and Roles

- Jonathan White Velasco :

    - Team Leader - General project Moderator, runs meetings, keeps team on track to finish, conflict resolution.

    - Customer Communicator - Make contact with Client, mentor and Facilitator, look over and edit drafts of emails and documents to be sent to the subjects above.

    - Coder(s) - Produces clean and concise code; individuals will take up different tasks based on coding experience.

- Rylee Mitchell :

    - Customer Communicator - Make contact with Client, mentor and Facilitator, look over and edit drafts of emails and documents to be sent to the subjects above.

    - Release Manager - Final check for project versioning, branching and reviews, also commit logs for accuracy, readability, and understandability, Ensures build tools work properly.

    - Editor(s) - Edit final drafts of all documents that will be submitted.

- ○ Coder(s) - Produces clean and concise code; individuals will take up different tasks based on coding experience.

- ● Kaila Iglesias :

  - ○ Recorder - Records meeting minutes, may record additional information if necessary.

  - ○ Editor(s) - Edit final drafts of all documents that will be submitted.

  - ○ Coder(s) - Produces clean and concise code; individuals will take up different tasks based on coding experience.

- ● Samantha Rodriguez :

  - ○ Architect - Facilitates the implementation of the code from the original core design and plan. Ensures code meets certain standards outlined in the plan

  - ○ Coder(s) - Produces clean and concise code; individuals will take up different tasks based on coding experience.

Team Meeting Expectations

Meeting Times
- ● Tuesdays at 4:00 PM: Mentor meeting each week via Discord video call
  - ○ Meeting may be conducted in SICCS building on the second floor outside of Dr. D's office at same time if need be
- ● Wednesdays at 6:00 PM: Team meeting each week via Discord video call
  - ○ Impromptu meetings in person or via Discord may occur throughout the week and will be communicated through the Discord channel. Attendance is not mandatory at these meetings but at least 3 members must be available to call an impromptu meeting
- ● Client Meetings: TBD by availability of client
  - ○ No regular schedule, on a need-be basis

Agenda Structure

We will begin meetings by discussing the events of the week and a brief update of personal activities outside of the project. It is important to know what is happening in the personal lives of other members to effectively manage workload, as well as form more of a team environment by building genuine friendships with one another. This will be followed by an update report from each member on their activities regarding the project since the last meeting. Updates of progress should regularly be sent in the Discord channel throughout the week, but can be reemphasized in meetings. We will then get into our Weekly Task Report, and discuss each task/deliverable in detail highlighting the progress made or the plan of action. We will discuss due dates and responsibilities as well as ask any questions necessary. The team leader will end every meeting with a final "Any last questions before this meeting is adjourned?"

Minutes

Kaila has agreed to be the designated minute taker. Minutes will be taken in the same format each week, beginning with the actual start and end time of each meeting, as well as the date and location of the meeting. There will be one document containing all minutes in order to stay organized and keep them all in one place. Meeting minutes will be completed no later than 24 hours after the said meeting and will be available to all members through the shared Google Drive. There will be detailed bullet points highlighting what we talked about as well as agreements that were made and roles/tasks that were assigned so there is no dispute of "not knowing".

Decision-Making Process

In situations where we may disagree, we will remember to let everyone fully express their ideas. It is important for each member to express their opinion, and why they believe it to be correct, so everyone has a full understanding of all perspectives. We promise to be open to hearing other ideas and promise to put our personal egos aside in order to do what is best for the team and the specific situation. We will also use some written medium to draw out everyone's ideas and the details of implementing them. As a team, we will discuss and determine what rationale is best for approaching our problem by reviewing the pros and cons of each proposed idea. In a best case scenario, we will come to a consensus on a solution. If there is still a disagreement, we will accept a ¾ majority vote. If the decision is still split 2 vs 2, then the team leader will get the final say. Disagreements will be noted in meeting minutes, including a detailed explanation of the disagreement, the different proposals, the discussed pros and cons of each, as well as the eventual solution.

Attendance

Weekly attendance at meetings and classes is vital to team success. The weekly mentor and team meeting times were agreed upon by all individuals and attendance is

not only expected, but mandatory. If a meeting is to be missed for any reason, a valid reason must be communicated at least 24 hours in advance. The present members will decide if the reason is valid or not. No more than 3 meetings per semester should be missed, especially since they are online. Exceptions are only to be made in extenuating circumstances. Life happens, but these meetings are of high priority and extra measures should be taken to ensure attendance. After three missed meetings, further action will be taken by discussing the problem with the individual. If no change, a meeting will occur with the team mentor to help decide next steps. The formal policy and process as described on the Capstone website should be a very last resort.

If a team member is tardy to a meeting, a text/Discord message will be sent to the member promptly (within 5-10 minutes of original meeting start time). If an immediate response is taken and the member shows up right away, we all agree to be understanding. If immediate response is not taken, the member will officially be marked absent after 15 minutes of not responding. After three tardies, further action will be taken according to the process mentioned above- a team meeting followed by a meeting with the mentor.

Conduct

Our goal is to create a team environment where everyone feels comfortable, valued, and respected. We all agreed to make a commitment to keep an open mind and have a team-first mentality. We acknowledge that we will disagree and we acknowledge that things will not always be easy, but we agree to not make a bad situation worse. We promise to be solution-oriented and proactive. Interpersonal disputes will be taken directly to the source promptly to prevent any more roots from growing. Our "formal" policy before the *formal* policy:

1. A polite conversation 1v1 to handle any personal dispute. (This step may be skipped if the problem involves the entire team/the entire team has the same problem.)
2. If no change, a conversation in a team meeting with all members present to have back up in handling the situation. This is an open conversation, not an attack. Again, the idea is to be solution-oriented and create action steps for the future.
3. If still no response, a conversation in a mentor meeting to seek extra mediation and a level-headed, unbiased opinion on the situation.
4. As a last resort, the actual formal process as described on the Capstone website will begin.

We all promise to respect one another in order to prevent non-constructive interactions. In doing so, we hope to prevent any major disputes by handling the small ones in a timely and efficient manner. We all benefit greatly if we are respectful and helpful towards one another. Our hope is to never go beyond step 1 and at the very max, step 2.

Tools and Document Standards

Version Control

In order to have each implementation of code be up to date, we will be uploading it to a GitHub repository. We will be using the Gitflow standard to upload files. The working master branch of the repository will have all the functional code in it. The branches leading from the master branch will have each team member's individual task delegated to them. The branches and commits must have clear descriptions. Team members will not be allowed to directly push to the master branch. These expectations will be upheld by the team members as well as checked by the release manager.

Issue Tracking

The team will use Trello to track team member delegated issues and the progress on those issues. The issue will be updated per the specific team member or during the team meeting with the information given. To track the team issues we will use the weekly task reports given to our team mentor.

Word Processing and Presentation

All documentation will be kept in a shared Google Drive folder. Word documents will be developed in Google Docs as deliverables require. This allows for shared access, a record of edits made, and allows for live collaboration. We will also use Google Slides to develop presentations for the same benefits of using Google Docs (i.e., shared access, live collaboration, etc.).

Composition and Review

For larger document deliverables, the team will determine the assignment of sections to individual members based on knowledge, request, workload, and potentially other factors. The use of real time collaboration through Google Docs will also help to keep all sections integrated. We will accomplish this by working as a team to break down the important or required sections of a deliverable into labeled sections in a shared document. Each section will then be assigned to a team member, who will be required to complete their portion of the deliverable within 1-2 days of the due date. The editors will have access to the document at all times and are advised to contribute to and edit the document sections as they are completed. In this way, the editors may also check each other's work to ensure the best product from the team. If additional clarification or explanation is needed in certain sections, editors will inform the writer of the section.

Team Self Review

   All team meetings will involve a self review at the end where all members share a reflection of their work, the progress made, and give others an idea of their performance for the week.