



# **Team Standards Document**

## **Team CareerNet**

Sept. 29, 2021

### **Team Sponsor:**

Dr. Andy Wang,  
José R. Díaz Aquino

### **Team Mentor:**

Han Peng

### **Team Member:**

Carter Taylor,  
McKenzie Clark,  
Carmen Montalvo,  
Ran Li

## **Overview**

The purpose of this team standards is to establish the expectations of the team as a whole as well as the individual role each team member will fulfill.

## Team members and roles:

### **Team Leader, Customer Communicator:** *Carter Taylor*

- *Responsibilities:* Include making sure primary goals are being met and tracked during implementation. Additionally will be responsible for communicating with the team mentor and clients.

### **Architect:** *McKenzie:*

- *Responsibilities:* Ensures that architectural decisions are correctly implemented throughout the project.

### **Recorder:** *Carmen*

- *Responsibilities:* Keep track of meeting times and subjects discussed within the team meetings, as well as those with the clients and our mentor.

### **Release Manager:** *Ran*

- *Responsibilities:* Ensure that the codes and documents of our project can be completely released on Github.

## Team Meeting Expectations

### **Meeting Times:**

Our usual weekly meeting will take place Wednesdays from 3pm - 4pm in person at the Student Academic Services building at floor 3. In the off chance that we need an impromptu / emergency meeting, we can schedule those on Sundays at 2pm (with possible time changes).

### **Agenda Structure:**

Each meeting will open up with each person's individual task / responsibilities they were given for that week as well as addressing roadblocks that other teammates could help address. Additionally, we will cover the major deliverables due for that week and provide clarification on any tasks. We will finish each meeting with planning for upcoming deliverables by assigning tasks and roles for each member.

### **Minutes:**

Each meeting minutes will be stored in a google docs with settings set to be shared with the other group members. The document layout will include dates, times, decision making, subjects discussed / worked on, task assignments, etc.

### ***Decision-Making Process:***

Decisions will be confirmed based on a 2/3rds majority vote. Any decisions that come down a split down the middle we will reach out to a third party such as our mentor or client for a final decision.

### ***Attendance:***

Generally teammates should try to make it to each meeting. In cases where someone is unable to meet, that is ok, but try and inform the group members at least 2 hours in advance.

### ***Responsibilities for member who missed meeting:***

- Read through the meeting minutes for that given meeting
- Ask Questions in the team Discord channel to fill gaps of missed information.
- IMPORTANT: Within the day, you must notify the other members of the status of your deliverables within the #general channel on discord.

Repeated missing meetings with failure to notify members (3x-4x) will be reported to the team mentor to try and resolve the issue.

### ***Conduct:***

Meetings will follow the Agenda Structure listed above. Disagreements or issues within the team will be addressed in order as follows:

1. A heads up with all team members present (team members only)
2. A formal discussion in a meeting with mentor
3. A team discussion with the CS Capstone Organizer

## **Tools and Document Standards**

### ***Version Control:***

Version control will be done using Github. It is strongly suggested that when working on a new feature, you create a feature branch separate from the main / master branch and then do a pull request after. Ex: "working on a search function, so you create a separate branch called 'search-bar' rather than working in the master branch ". Any new major feature that can affect the integrity of an existing feature should be tested and be peer reviewed by another member before we merge the pull request into the master branch.

### ***Issue tracking:***

We can use Github's existing "projects" features which allows you to easily track issues and assign them to other members within a Kanban board. We can use this to assign tasks to team members, and keep up to date on their progress using the Kanban board.

***Word Processing and Presentation:***

We can use the standard suite google docs and google slides to allow for collaboration with the team.

Word Processing: Google Docs

Presentation: Google Slides

Diagrams: Draw.io

***Composition and Review:***

For team documents that are being worked on together, each team member should have their individual part completed at least 24 hours before the due date, to give time to our editor (Carmen) to print the final product. Any time disparities should be communicated to Carmen so she can plan accordingly. Alternatively if the assignment is completed in less than 24 hours from the due date the person responsible for the last task completed has to print it out.

**Team Self Review**

Team Self Reviews will happen on the first Sunday of each month at 2pm. The itinerary for the meeting will have each member individually discussing:

1. Current Struggles (group wise, technical problems, etc...)
2. Ideas for improvement (what could we as a team implement do better)
3. Appreciation (what did a team member(s) do this month that you thought was real cool)