Team Standards

C2

Team Clean Carbon

September 26, 2022
Sponsor: Allie Shenkin
Mentor: Vahid
Members: Curtis McHone, Richard McCue, Shayne Sellner,
Justin Stouffer, Jonathan Bloom

Intro:
In this document, the standards for how the team will be run and conducted are outlined. Each team member has been assigned a role and job description. Every member will still be responsible for everything turned in, but these are roles for leading each aspect of the project. Rules for attendance and how meetings are going to be conducted are also outlined. Finally the tools and methods for doing the project are explained.

Team Members and Roles:
Team Leader: Curtis McHone, will make sure everything is getting done each week and on time.

Customer Communicator: Curtis McHone, will communicate thoroughly with the sponsor and mentor to make sure all assignment requirements are explicitly stated and met.

Recorder: Justin Stouffer, will maintain detailed meeting minutes for every meeting that occurs.

Architect: Richard McCue, will ensure that the core architectural structure and decision will be followed whenever new portions of the project are implemented.

Release Manager: Shayne Sellner, will be responsible for creating a new Github repository, if one is not supplied to us. Will be responsible for creating and/or managing the build tools.

Coder: Jonathan Bloom, will be responsible for the back-end systems of this project. Will also lead on the Rest API, if we are able to get to that point.

Team Meeting Expectations:
Meeting Times: We have a set meeting time of 3:30 pm on Mondays as well as 3:30 on Wednesdays with our mentor, and will use our discord server or group chat to call any impromptu meetings that may arise.

Agenda Structure: The first five minutes of every group meeting will be dedicated to reviewing and explaining the progress of each team member since the last meeting.

Minutes: We will keep track of the meeting minutes in the form of the task report, which we will fill out every group meeting.

Decision Making Process: All decisions will be made with a 3/5ths majority.

Attendance:
- Late to Meetings: There is a 10 minute grace period for being late to the weekly meetings, as long as this is not regular behavior. Does not apply to mentor meetings, no tardiness to these.

- No Call No Show: Unacceptable, immediate disciplinary actions will be taken (exceptions include emergencies).

- Call but No Show: This may happen up to 3 times without disciplinary action, must notice within 12 hours with a reasonable explanation for absence.

Conduct: We will follow the formal policy and process for dealing with non-performing team members as stated on the class website.

Tools and Document Standards:
Version Control: We will use Github to keep track of our code versions, and to manage our different software packages.

Issue Tracking: We will use Trello to keep track of different issues that arise throughout the project.

Word Processing and Presentations: We will use google drive for documentation storage and for more formal documentation we will use the suite of Microsoft software provided to us. As for formal presentations we will dress and look professional

Composition and Review: For each large document we will split it up into smaller sections, if we do not do it during the weekly meeting. We will also assign a final editor to look over and edit the document before submission.

Team Self Review:
We created a self review sheet that we will fill out tri-weekly and submit to the team leader before the meeting for a team review.