Team Standards

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<u>Overview</u>

The purpose of this document is to record the team's consensus concerning and to serve as a guide for the team's internal functionalities and standards for performance. This should serve as a starting point for the team to address when attempting to appropriately handle problems or disputes they encounter, contested decisions, and even mundane decisions.

Team Meeting Expectations:

Meeting Times	● Every Tuesday 5pm ● Impromptu meetings will be announced via Discord
Agenda Structure	● Go over tasks that have been completed/Code review ● Talk about issues or blocks (issues include any absences/tardiness and also project-related issues) ● Present current arguments/disagreements and vote if need be ● Code presentation ● Brainstorming/code session ● Documentation/Deliverable setup ● Go over what is upcoming and who is working on it, can work on task report ● 5 minute team self review
Process regarding meeting minutes	● Meeting minutes template will be filled with agenda structure, a description of what had been gone over, and how long it took ● Header that shows who was at the meeting
Decision making process	● Decisions require a 4/5 agreement. Everyone is involved in the process ● If a disagreement comes between two people, it will be brought up to the whole group to better come to an agreement and understanding ● If a decision is deadlocked on a 3/5 agreement, then we will let the decision sit for a day. We can then talk to our mentor, then Michael, and then client to help us come to a decision if we are still unable to

Attendance	● Absences
	    ○ If there are 2 unexcused absences in a semester the team will sit down and talk to the team member.
	    ○ If a third absence occurs in the semester then a complaint will be filed.
	    ○ Let people know as soon as possible that they will be absent and the group will vote on whether or not their excuse is excused.
	    ○ Excused Absences include illness, family issues, etc
	    ○ If there is an excused absence, the team will still communicate what has happened and help assign stuff the absentee could work on
	● Tardiness
	    ○ Must let team know that member will be late to meeting
	    ○ Action will only be taken against member if there is a noticeable lack of communication with being late

Conduct	● How to act in a meeting
	    ○ Don't be overly loud, don't yell, listen to each other, don't gang up, etc.
	● Interpersonal disputes
	    ○ Everyone will sit down and discuss the issues going on and the group should attempt to resolve the dispute and come to an agreement
	● Divided team
	    ○ See above on decisions, if the team is stuck in a 3/5 vs 2/5 deadlock, we will let it sit on everyone's minds for a day and then go to our mentor, then Michael, and then the client if need be
	● Non participating team members
	    ○ Begin by talking to them about what's going on, must properly communicate what is going on
	    ○ Similar to absences, if two weeks go by with no participation then we have a group talk and if one more week goes by then we will lodge a formal complaint
	● Team members changing design without consent
	    ○ Immediate discussion and writeup, immediate disciplinary action if no one is told about changed design, a complaint will be filed.
	    ○ Nothing should ever be pushed directly to main as well

Tools and document standards	- Version control Github - Commit/forking etc. - Conventional commit message - Fork a branch only if it's something we need - One branch for every task - Issue tracking - Github, Github Issues - Word processing - Google drive - Composition and Review - Before turning something in, the whole team takes a look the item in question before it is printed - Everyone in the Discord will be pinged to check it out
Team Self Review	5 minute review of the team at the very end of the meeting. A lot of meetings will consist of reviewing current tasks and situations as is.