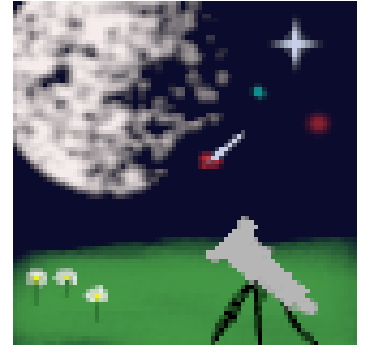


Team First Light



Team Standards

9/28/2021

Sponsors

Dr. David Trilling

Dr. Mike Gowanlock

Faculty Mentor

Felicity Escarzaga

The Team

Matt List- mjl79@nau.edu

Carson Pociask - cmp557@nau.edu

Jakob Nelson - jrn235@nau.edu

William Fuertes- wf69@nau.edu

Jensen Roe - jr2999@nau.edu

This living document represents the rules and ideas of our Capstone team. We came together to make this document and came to an agreement on all items within. We reserve the right to make modifications to this document, and our rules, as needed, by consent of our team. This document will provide the roles of each member, the expectations for our meetings, the standards we will use for various tools and documents used, and how each member will reflect upon their work.

Team Members and Roles:

- Team Leader and Customer Communicator: In charge of making sure the team is running smoothly, as well as interfacing with the customers.
 - Matt List
- Recorder and Document Editor: In charge of making final reviews and edits to team documents.
 - Carson Pociask
- Architect: Will bring up ideas of how the whole project should be put together and how the components will tie together.
 - William Fuentes
- Release Manager: Oversees project versioning and branching, reviews and cleans up commit logs for accuracy, readability, and understandability.
 - Jakob Nelson
- Front-End Manager: Front-end Manager is responsible for maintaining the team website along with facilitating the display of raw data to the project website
 - Jensen Roe

Team Meeting Expectations:

Meeting Times:

- We meet with our mentor every Tuesday, from 12:30-1:30pm in the SICCS third floor café.
- We meet with our sponsor every Friday, from 11:00-11:45am on Zoom.
 - We also meet up as a group, primarily in a library room 30 minutes prior to our sponsor meeting, and as needed after.
- Discord can be used to call and support impromptu meetings and facilitate quick communication between team members.

Each team member will give a small briefing discussing their task from the week, and possible challenges with future tasks.

The recorder oversees collecting and maintaining minutes as needed.

If a disagreement on design choices comes about:

- A simple majority (3 vs 2) will determine the outcome of disagreements. If a team member is on the fence about a design choice, they will need to make a decision.
- The minority's design choice should still be factored in as a back-up or something to consider with the chosen design choice.

When it comes to meeting attendance:

- "No call, no show" will not be tolerated unless the circumstances are serious.
- If a person has circumstances that necessitate a "no call, no show", they need to inform the group as soon as possible
- If a team member is later than 5 minutes to a meeting without informing the group they will be late, it will be treated as missing a meeting.

Conduct:

- All team members should treat each other with respect. If a larger issue arises it should be brought to the team leader.
- If the case that a team member continues to not be cordial the team will come together and determine appropriate action (such as contacting our mentor, or professors)
- If a team member makes design decisions that were not the agreed upon design choice, the team member will be responsible to fix the design.

Tools and Document Standards:

Version Control:

- Git and GitHub will be the version control software we are using to maintain the codebase and apply patches.
- All commitments to the master branch must be reviewed by the release manager before they are pushed.
- The release manager is the person responsible for maintaining the health of the repository.

Issue Tracking:

- Trello will be the issue tracking software we use to manage bugs, and progress on features
- The tasks that team members are assigned to will correlate with the cards on the the Trello board they are responsible for.

Word Processing and Presentation:

- Microsoft Office and Google Docs Editors sets of software we use for deliverables including presentation and documents.

Composition and Review:

- The recorder and document editor is ultimately responsible for making sure all sections and team member tasks related to documents are completed and proofread.
- Team members should have their sections done by 11:59pm the day before the deadline. Sooner is better.

Team Self Review:

Team members should be self-reflective of their work. If a team member feels their deliverable is not up to the team's standard, they are strongly encouraged to relay that information to the group during meetings or through discord or email.