



Team Standards

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The Intro

This document outlines our Team Standards that we will be following over the course of our capstone experience. This details the team members and their roles, what is expected of them in meetings, what tools we will be using, and the standards to which we hold ourselves and the documents we turn in.

Team Members and Roles

Jadon Fowler

- Team Leader - coordinating with client & mentor
- Architectural Design - creating the high level overview of the software that needs to be made

Jeremy Klein:

- Back End Developer - working on the components for the client
- Team Organizer - keep the group organized when it comes to meetings and deadlines and ensure that no one is “drowning” in work

Emily Ramirez

- Website Manager - designing and updating the project website
- Deliverable Manager - sets up documents for the team and provides hardcopies or digital to mentors and client

Mumbi Macheho-Mbuthia

- Recorder: write down all meeting information and publish within 48 hours to the project's Drive folder and maintain Google Calendar for meetings and assignment due dates and keep track of deliverable requirements and ensure they are being met
- Tracker: Maintain Github organization's issue tracker and post all meeting times and assignment due dates to the project Google Calendar

Team Meeting Expectations

Mentor Meeting Time: Wednesday @ 3pm

Client Meeting Time: Monday @ 3pm

Agenda Structure:

- Everyone gives a standup detailing what they've been working on with a tangible result of their task
- Discussion ensues about what steps we need to take
- Address new tasks for the project, if any, and task assignment

Minutes: Mumbi takes notes and puts them in our Google Drive folder

Decision-Making Process: A $\frac{3}{4}$ majority will be used in decisions, and if it is a tie at 2 to 2 then a compromise will be made or our Mentor will act as the deciding vote.

Attendance: Attendance is required at all meetings with the client, mentor, or team. Unless previously stated or talked about with the group. After **three** unannounced absences or three late arrivals to meetings there will be a meeting with the group mentor to discuss said absences. Up to two absences or two instances of tardiness will result in a group discussion about the tardiness or absence.

Conduct: During meetings all group members should be respectful of each other. Instances of a divided team or issues between group members should be handled with a discussion as soon as the problem arises with all of the group members. If the problem persists then a meeting with the team mentor will be scheduled as soon as possible. Lastly the Capstone Organizer will be contacted for a meeting if the problem cannot be resolved by the team and team mentor.

Tools and Document Standards

Version Control: Everything will be stored on GitHub in our [organization](#). The team leader will be in charge of reviewing each pull request to merge. Each team member will review each pull request regardless. It is expected that each change to the project is in its own respective branch before it is approved for the main working branch.

Issue Tracking: We will use the issue trackers & Kanban boards on GitHub.

Word Processing and Presentation: We will be using the Google Suite, including Docs & Slides, for documents and presentations. We have a shared Google Drive folder to store all of these documents.

Composition and Review: The lead editor for the deliverables is the deliverable manager. The lead editor will decide when each individual section is due depending on the deliverable. In general, all individual parts should be completed 72 hours before the due date to be reviewed by the lead editor. Within 24 hours, the rough draft will be returned for review by the individual. The final draft must get returned to the lead editor within 24 hours of the due date to allow for time to seam the pieces together.

Team Self Review

Internal self-reviews will take place on the first mentor meeting of every month. These reviews will gauge their behavior for the previous month. Our first review will be the week of the third for example. They will be informal, but will follow the general format of rating a team member's performance from 1 to 5, 1 being the worst and 5 being the best, for every category listed:

- Quality of submitted work

- Understanding of project
- Performance as a team member

Team members will also provide one area to improve and one area that they have performed well on.