

Team Standards

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GeoSTAC

Sponsor:

United States Geological Survey (USGS)
Astrogeology Science Center

Mentor: Melissa Rose

Team Members:

Jacob Cain
Zachary Kaufman
Gavin Nelson
Amy Stamile

Introduction

This document outlines the standards that we will follow as a team. We have discussed the primary role each member will take, the tools we will use, and the expectations of each person on team GeoSTAC. Below are the details we have initially decided, including when we will meet, how we will plan and make decisions, and what we will prepare for meetings. As our project goes on, if we encounter issues we will discuss them as a team. If everyone is in agreement we may decide to change some of these standards. But in general, this document will provide a good foundation and reference for what is expected from our team in working on our project.

Team members and roles

Amy Stamile

- Team Leader
 - Correspondence with mentor and clients.
 - Organize meetings between the development team and mentor/clients.
 - Set up and organize communication tools such as Github and Google Drive.
 - Coordinates task assignments and monitors progress.
- Document Editor

Jacob Cain

- Release Manager
 - Document Version Control
 - Coordinates Github versioning and branching

Zachary Kaufman

- Recorder
 - Keeps track of client meeting minutes and team questions.
- Website Maintainer

Gavin Nelson

- Back End Lead
- Architect
 - Ensuring that core architectural decisions are followed during implementation

Team Meeting Expectations

Meeting Times: We will meet in person Friday's before our Capstone class around 1:45-2:00 and after our Capstone class to briefly talk in person regarding our goals. We will schedule a Team's meeting during the week as needed for additional discussion.

Agenda Structure: Use of Microsoft Teams Calendar and Tasks Planner applications to keep track of our meetings and plans. Before each meeting we should put what we need to get done/address in our meeting notes in teams.

Minutes: Zachary Kaufman will take meeting minutes for client meetings and distribute them typed through Google Drive.

Decision-Making Process: Everyone can give input on possible solutions. If three members of the team agree on a decision we can move forward with the decision. If we disagree about a decision, we will consult our mentor and the team member with the role or experience that has to do the most with our decision.

Attendance: Attendance to client and team meetings can be missed if scheduling conflicts occur. We will reevaluate meeting time if there are consistent scheduling conflicts. Provide a two hour notice before missing any client meetings and communicate through Teams if an emergency occurs preventing attendance to any meetings.

Conduct: During meetings everyone will have a chance to speak and we will respect other team members' time to talk during meetings. We will each have a chance to ask the questions or give feedback that we want to give during the meeting. The team will handle interpersonal disputes during a meeting, before the meeting takes place the disputes will be brought up in our team's chat so we can set aside time in the meeting to have a formal discussion. If an agreement can not be reached then we will bring it up with our team mentor and if further action is required we will bring it to the attention of our CS Capstone Organizer.

Tools and Document Standards

Version Control: We will be using Github for our version control system during our work on this project. Github will allow us to have multiple branches of our code for this project, ensuring that we have a suitable environment for testing, reviewing, and pushing out the service live.

Issue Tracking: Github will also be the platform we will be using for our issue tracking. Github has an integrated issue tracker that will allow us to track issues we come across throughout the development phase of this project. This process will ensure that no issues are overlooked or lost, and that every team member is kept up to date on the current state of the project.

Word Processing and Presentation: Google Drive will be the platform we use as a team to create and keep track of all of our written and presentation documents. Google Drive will allow the whole team to access and work on documents simultaneously along with providing a reliable and trusted storage system for all of our documents.

Composition and Review: We will assign document sections to be written by individual members. The due date to hand off these sections to the editor is 24 hours before the due date. Amy Stamile is the lead editor for all document deliverables and will be responsible for keeping documents consistent with style and readability.

Team Self Review

Every member of the team will do an informal team self review weekly where we talk about what is going well, things we can improve on, and a plan for improvement. At the end of each month team members will create a formal monthly review where we write up a document stating: things I've done well, things I need to work on, plan for improvement, and any issues we are having with the project. We will have a meeting with just the team members to share our thoughts about ourselves and provide productive feedback. This will allow all members of the team to express their thoughts on how they are progressing within the team.

