Team Standards Document

JabberJack

Team Member:

Sara Harris, Tyler Zimmerman, Jiasheng Yang, Gabriel Proctor

Team Mentor: Felicity H. Escarzaga

Client: Dr. Andy Wang

Sponsor: Northern Arizona University

29 September, 2021

[Introduction]

This document will extensively outline the standards that will be put into place. The standards for team members, meeting expectations, tools, document standards, and how we will review ourselves will all be outlined so that it is clear on our expectations.

[Team Members and Roles]

Here are the team members and the roles that they will play within our team.

Team Member	Team Role	Description
Sara	Team Leader & Scholar	Coordinates task assignments and ensures work is progressing, runs meetings, runs communication, and makes initial efforts to resolve conflicts. Will keep track of deadlines and will assist in document editing.
Jiasheng	Scholar & Assistant Editor	Keeps track of all CS476/CS486 assignment deadlines and understands detailed requirements/ rubrics. Look over group deliverables before submission to ensure class expectations are met. Architects the documents.
Tyler	Coder & Customer Communicator	Ensures that program files are modular so that the front-end and the back-end merge seamlessly, as well as holds responsibility in contacting the client for coordination and communication.
Gabriel	Recorder & Release Manager	Maintains detailed meeting minutes to preserve accountability as well as a record of all things achieved within any given meeting. Coordinates project versioning, making sure that on any given version the project maintains MVP status.

Ps: There are two Scholars in our group so that we can not miss the assignments.

[Team Meeting Expectations]

❖ *Meeting Times:*

Client Meetings	As necessary with at least 1 week notice
Mentor Meetings	Wednesday, 4:00pm - 5:00pm
Team Meetings	Friday, 5:00pm - 6:00pm (subject to change), Monday 4:00pm - 5:00pm

❖ *Agenda Structure:*

➢ Agenda Structure: Follow a template that is available within our team Google Drive:

https://docs.google.com/document/d/1gObd5ZjFfkJlfqNPC9UET8njDpeW60oKoNPr9Qfl42c/edit?usp=sharing

➢ Agenda Beforehand: For any meeting with the client, Agenda Beforehand will be set up and sent it client

❖ *Minutes:*

➢ Meeting Minutes:

Informal but will follow a loose laid out within a minutes template in our team Google Drive:

https://docs.google.com/document/d/1w4bISBTdeWaoBX_DGFGlQaE8FNhVe7t2w5S2bQvZ-dQ/edit?usp=sharing

■ For client meetings: Closely follow this format.

■ For mentor meetings: Be more informal and do not need to follow this format as closely.

■ Whoever is the Team Recorder can use their own discretion on how to organize the minutes.

❖ *Decision Making Process:*

➢ **Identify the goal or problem that requires a decision**

- We will need to clearly identify the problem or goal that needs a decision so that there is no confusion when trying to make a decision.

➢ **Gather information and alternatives associated with the choices**

- If we need more in depth information so that we can make informed decisions we will need to gather that information and discuss the research.
- If this means that the decision is put off until we can get further information this is fine; but only if that decision is not needed to be made within the week.
- If the decision needs to be made to progress the meeting will not end until it is made.

➢ **Make an informed decision**

- A decision will be made once we collect the proper information.
- If a unanimous decision cannot be reached it will fall upon the Team leader to make the decision that is best for the team.
- If a decision needs to be made to progress the meeting will not end until it is made.

❖ *Attendance:*

➢ Attendance is **required** for all members for all mentor and client meetings.

➢ Absence:

- There are exceptions to this though within reason such as COVID.
- If you know you are going to miss a meeting, alert the entire team through Discord so that they are all aware.
- If a team member misses a meeting it is expected that they print out next week's task report.

❖ *Conduct:*

➢ For client or mentor meeting (All team members should):

- Conduct themselves in a professional manner.

- Stick to the agenda and do not heavily deviate from what is laid out.
- Participate.

➢ Absence (the team leader will):
- Politely ask all members to participate.
- If it continues the team leader will directly ask those not participating to do so.
- If it continues the issue will be raised in a team meeting.
- If it still continues the issue will be elevated and the team mentor will be alerted.
- Finally if it persists a capstone organizer will be notified and the team will take further disciplinary action.

❖ *Dress Code:*
➢ Team members wear reasonable:
- In client meetings: dress business casual to present a professional front for our client.
- In mentor meetings: dress appropriate attire unless our mentor requires us to wear formal attire.

❖ *Emergency Meetings:*
➢ If there is a time where the team needs to meet suddenly we will call an emergency meeting.
➢ Call the Emergency Meetings:
- Any team member can call an emergency meeting within reason; do not call an emergency meeting for something that can be answered over a quick discord message.
- To call a team meeting, utilize the team discord and alert team members that a team meeting is needed urgently, state the reason for the meeting and what needs to be done in the meeting.

- A team member must give <u>at least 4 hours notice</u> so that team members can adequately manage their time.
- The emergency meeting will take place if there are at least two team members that are able to attend.
- ➢ Absence:
    - It is unreasonable to expect that all team members will be able to attend emergency meetings; for that reason if no one can attend we will need to discuss what needs to be done within our team discord.
    - In the event the team recorder cannot attend, a temporary recorder will be established to maintain accurate meeting minutes throughout project development.

[Tools and Document Standards]

This section is subject to change based on the needs of the project.

- ❖ *Programming Language:*
    - ➢ Python: The main language of our project.
- ❖ *IDE:*
    - ➢ Pycharm: We will utilize it as our main IDE for Python script.
    - ➢ Text editor: We will utilize a basic text editor for any other programming language.
- ❖ *Documentation:*
    - ➢ Google Docs: We will use Google Docs along with a team drive so that everyone can view and edit all of the documents and presentations.
- ❖ *Version Control:*
    - ➢ GitHub: We will share/maintain/manage our code by GitHub.
      Here is our link: https://github.com/Jiasheng-Yang/Chattrerjack_chatbot
- ❖ *Issue Tracking:*
    - ➢ The team will utilize a Trello board for issue tracking.

Here is the link to the team trello board:

https://trello.com/invite/b/MBjpbUjN/6d1c5f5d48b6e0f95f5b0223beac7dcd/jabberjack

❖ *Communication:*
  ➢ Discord: We will utilize discord for basic communication between teammates; we will also utilize discord for any emergency meetings.

[Team Self Review]

❖ A team self review will be completed <u>at least once per month</u> at one of our meetings.

❖ This will be a civil discussion and any personal attacks will not be tolerated

❖ For these Team Self Reviews we will ask ourselves a series of questions to gauge
  ➢ if the team is working well together.
  ➢ if there are things that need to be improved.

❖ In the past month what was the team's greatest achievement?

❖ What is one thing that we hope to accomplish by next month?

❖ Where is there room for improvement?
  ➢ What can we be doing better as a team?

❖ Do you feel that this team is working well collaboratively?
  ➢ Are there any internal issues that we need to discuss?

❖ Are you comfortable with where the project is right now?