



Team Standards

Team name:
LangLens

Faculty Mentor

Italo

Sponsor

Dr. Okim Kang

Team Members

Stefan Mihailovic

Daniel Navarette Martin

Brian Ruiz

Sami Tanquary

Kyle Young

Overview

This is the team Standards. The purpose of this team standard is to set the rules and roles of members in the LangLens Computer Science Capstone group. The following pages outline the members, roles, team meetings rules, tools and documentation resources being used.

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Team Members and Roles

1.1 | Mihailovic, Stefan

Stefan is a Computer Science senior, graduating in Spring 2023. Stefan is the Team Lead, as well as the main point of contact for the team. He will make sure that the team is staying on track. He will also be contributing to the code. Another responsibility Stefan has is issue tracking.

1.2 | Navarrete Martin, Daniel

Daniel is a senior Computer Science student from Spain. Daniel is the Release Manager, Lead Editor and coder. Regarding Release Manager, he will be responsible for merging the branches, as well as reviewing commits. As Lead Editor, he will create professional documents once the google doc is finished. As a coder, he will be developing the back-end side of the server.

1.3 | Tanquary, Sami

Sami will be graduating in 2023 with a Bachelor of Science in Computer Science. Sami is the Architect, Lead Web Developer, and coder. As the Architect, she will be responsible for ensuring that core architectural decisions are followed during implementation as well as the UI design for the web application. As the Lead Web Developer, she will also be responsible for designing, managing, and updating the project website as well as delegating tasks to other Web Developers. As a coder, Sami has the most experience in Python and Java and is mainly interested in front-end development for the project.

1.4 | Ruiz, Brian

Brian graduates in May of 2023 with a Bachelor of Science degree in Applied Computer Science from NAU. Brian is the recorder, as well as a coder. As the recorder, he will be in charge of keeping detailed meeting minutes for each meeting, along with important details about the meetings. This includes meetings as a team, with the mentor, and with the client. As a coder, Brian has a lot of experience in Python, Java, and C.

1.5 | Young, Kyle

Kyle graduates in May of 2023 with a Bachelor of Science degree in Computer Science from Northern Arizona University. Kyle Young is the customer communicator, being responsible for gathering data on what the user would be interested in within our project's product. He is also will be developing the website with Sami, as well as coding for the project. As a coder, Kyle has most of his experience within python and java, but also within the modeling aspect of this project

Team Meeting Expectations

2.1 | Meeting Times

Our mentor meetings will occur every week on Monday at 15:00, in the School of Informatics, Computing, and Cyber Systems (SICCS) building.

Our team meetings will occur every week on Monday at 16:00, following the scheduled mentor meeting with Italo, in the SICCS building.

If we can not meet on Monday, we will discuss a date and meet virtually over our project team discord.

2.2 | Meeting Agenda

While meeting with Italo, our faculty mentor, we must show him our task report and go over what each team member completed since their last task report. Italo will give feedback on each team member's tasks. We will then discuss what needs to be done at the following team meeting.

After reaffirming our tasks we will discuss the implementation of the tasks we need to complete. We will then discuss and work on the tasks for the following week. We should be able to discuss what is happening within our personal lives that may affect the progress of the project, as sharing these things can help manage workload as well as keep team morale high. As we work together and separate through this meeting, we will each fill out our own portion of the task report.

2.3 | Meeting minutes

Brian has agreed to take the meeting minutes, and he will be taking them physically on paper. Brian is essentially writing down the key points of what each person in the project group is discussing. Brian's notebook will contain each instance of all meetings.

2.4 | Decision Making Process

In situations that we may disagree on, our decision making process will come down to majority vote if it comes to that. Since we have five team members, if a vote has a weight of three or greater, it will pass. Team members will not be able to abstain from voting. Discussion must be had before the vote to pass, and once everyone has made their discussion voting will begin.

2.5 | Attendance

As our meetings are following the mentor meeting, members are required to attend meetings. Members may call over discord, and if a meeting gets canceled with Italo, members may meet entirely over discord. If a member has an excuse it will be permitted

Tools and Document Standards

We will discuss the tools and standards we will follow through the development of this project.

3.1 | Version Control

As a version control program, we will use Git-hub. This allows us to work in parallel, and add modifications once a task is done, making them instantly available to everyone. Standards for commit are: <type>[optional scope]: <description> where type can take the following values:

- **fix:** a commit of the type fix patches a bug in your codebase.
- **feat:** a commit of the type feat introduces a new feature to the codebase.
- **Breaking Change:** a commit that has a footer Breaking Change:, or appends a ! after the type/scope, introduces a breaking API change.

3.2 | Issue Tracking

To track the issues we will use **Git-hub** too. Every meeting, the Issue Tracker responsible will create the tasks to do for the following week, keeping this structure:

- **Name of the Task:** Specified and detailed description of the task at hand.
- **Due date:** The date the issue needs to be resolved by.
- **Assignees:** The team members working on the issue.
- **Status:** Incomplete in the beginning. Once the task is completed, the person/persons in charge will change the status to complete.

3.3 | Word Processing and Presentation

- As a collaborative app tool, we will use Google Apps. We created a shared drive folder, where all documents will be stored.
- For word processing, every member will write his/her part in the designated Google Docs file. Once it is finished, the lead editor will copy it in a Latex file in order to create a professional document.
- As for the presentations, Google Slides will be the app used, following the same method of operation as Google Docs.

3.4 | Composition and Review

For large documents, the work will be divided between team members, and written in a Google doc. A rough draft must be submitted three days before the final assignment due date, allowing the lead editor to start the final document. Final version will be submitted the day before the due date, so the lead editor still has a day to finish it. Final document is created using a “Latex” template.

Team Self Review

As a team, we decide we will make one team self review per month. To do this, every member of the team will answer three questions on his own before the meeting. These questions are:

- What am I doing well?
- What do I need to improve on/need help with?
- What should we as a team work on?

In the meeting, the answers to the questions will be exposed for each of us, collecting them and discussing the problems we are having or the aspects we have to improve.