

# **Team Standards**

September 23, 2021



Team LumberHack

**Sponsor:**

Dr. Andrew J. Sánchez Meador

**Mentor:**

Melissa D. Rose

**Team Members:**

Matthew Flanders

Jenna Pedro

Thomas Whitney

Colin Wood

## Introduction

The purpose of this team standards document is to introduce each team member and their roles and responsibilities. The following page outlines the team expectations, tools and document standards, and team self review.

## Team Members and Roles

- Colin Wood:
  - Team Leader - coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts.
- Thomas Whitney:
  - Website Manager - will keep the Capstone website updated and make sure that the site is professional and easy to use.
- Jenna Pedro:
  - Release Manager - coordinates project versioning and branching, reviews and cleans up commit logs for accuracy, readability, and understandability, and ensures that any build tools can quickly generate a working release.
- Matthew Flanders:
  - Architect - primarily responsible for ensuring that core architectural decisions are followed during implementation.
  - Meeting Manager - Responsible for creating meeting agendas and reserving locations and times for meetings.

## Team Meeting Expectations

- Meeting times
  - Mondays 2:30pm - 2nd Floor SICCS
  - Discord meetings
  - Tuesdays/Thursdays 3pm - In-person meetings when needed, Cline
- Agenda structure
  - Verbal updates from each team member at start of meeting
  - Go over meeting agenda/tasks
- Minutes
  - Will be noted on meeting agenda
- Decision making process
  - 3/4 majority needed for decision making
- Attendance
  - Team members must make it known if they aren't attending a meeting. If a team member misses more than 1 meeting a month, we will address the team mentor.

- Conduct
  - For major decisions we will stick to our 3/4 majority rule. Problems will be brought up during meetings and voted on by the entire team. If a majority cannot be reached, we will speak with our team mentor about resolutions.

#### Tools and Document Standards

- Version control
  - Git and github, with all team members having equal privileges. All significant pushes should be pull requests approved by another team member.
- Issue tracking
  - Trello will be used for issue tracking and distribution of assignments.
- Word processing and presentation
  - Google drive will be used for team documents and presentations.
- Composition and review
  - Tasks will be designated at group meetings. Individual assignments should be finished at the latest 24 hours before they are due. This will give time to edit and finalize drafts for printing and turning in.

#### Team Self Review

- Once a month in our team meetings everyone will discuss things that they feel have been going well, and things that they have been struggling with. This will allow for our team to openly discuss issues and successes with each other.