



Operation Dark Sky Team Standards

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This document is intended to set standards for communication and responsibilities within the team. The information below is intended to establish protocols and best practices that this team will use to engender constructive communication and deliver consistent results.

Team members and Roles:

- Luke is a transfer student at NAU planning to graduate with a degree in computer science in December 2022. Luke is the current team leader, taking the initiative to plan and lead meetings. He is also the primary point of contact between the team and the client. He has a particular interest in computer architecture and plans to work in cyber security after graduation.
- Jordan will be graduating from NAU in 2022 with a Bachelors in computer science. Jordan is the recorder, release manager, and a coder for this team. Jordan will be organizing version control and repository organization as the project develops and maintains the records. Interests include embedded systems, app development, and cyber security.
- Justin is a senior at NAU planning to graduate in the Fall of 2022 with a Bachelors of Science in Computer Science. Justin is the editor, as the editor he will do the final checks and changes to the deliverables and documents to finalize them. He is also the architect who will make sure the team's code structure is clean, optimal and overall professional. He is also the coder who will be developing code for the GUI on the project. His interests are with full stack development because he enjoys working with the front and back-end as well as AI development. He plans to work as a software developer after graduation

Team Meeting Expectations:

- Meeting Times: Team Dark Sky will meet in EGR 107 every Tuesday at 10am.
- Agenda Structure: Each meeting begins by taking attendance, then reading the minutes from the previous meeting. Then each member shares their progress since the last meeting. The majority of the time is dedicated to discussing upcoming tasks and delegating responsibilities for completing them on time.
- Minutes: Minutes are taken by Jordan
- Decision Making Process: In cases of disagreements on design choices, the team will make decisions by majority rule.
- Attendance: Missing a meeting without notice or communication will be documented and the offender will receive a verbal warning. Subsequent violations will lead to a written warning, and then formal disciplinary action.
- Conduct: First time offenses will be met with a warning. If changes are not made, the mentors will be notified, and if the situation escalates we will begin the formal disciplinary process described in the CS476 web page.

Client Meeting Expectations:

- Meeting Times: Team Dark Sky will meet in SICCS 224 every Thursday at 9:30am.

- Agenda Structure: Each meeting will have a meeting agenda prepared by the meeting leader. Meetings begin with attendance, followed by a reading of the previous minutes. The majority of each meeting will be focused on reporting on current progress and upcoming deliverables. The meeting will conclude with an open discussion, and a clear description of the next meeting's time, place, and purpose.
- Minutes: Minutes will be taken by the team secretary, Jordan.
- Attendance: Missing a meeting without notice or communication will be documented and the offender will receive a verbal warning. Subsequent violations will lead to a written warning, and then formal disciplinary action.

Tools and document standards:

- Version Control: For sharing and maintaining our codebase we will be using a GitHub repository. To keep the code accurate and working correctly we will commit all updates to our own branches for review, then the release manager will merge them to the master. Our repository will be kept private for the entirety of the project.
- Issue tracking: To keep track of our tasks we will be using Trello to designate tasks, track progress, and hold members accountable for their share of work.
- Word Processing and Presentation: For word processing, presentation and graphical design, we are going to be using google slides, google docs, and google sheets to help create and present our data. The google document suite makes it easy to share and edit deliverables and track the changes made by our members.
- Composition and Review: For our larger document deliverables, Justin Ceccarelli will serve as the lead editor. The rough drafts will be due on an internal deadline three days before the due date, giving us time to edit and correct our work. The editor should have a final draft ready the day before the official due date for a final review by the full team.