

# Team Standards

## Team Outlaws



Project Sponsor and Mentor:

Dr. Eck Doerry

Team Members:

Quinn Melssen

Liam Scholl

Max Mosier

Dakota Battle

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## **Introduction**

This document outlines the team member's positions as well as expectations for each role. It also sets up standard procedures for a plethora of different instances. This document will be used as a form of constitution moving forward in the semester and may be referred back to at any time.

## **Team Members and Roles**

**Team Leader:** Quinn Melssen

This team member is responsible for coordinating task assignments and ensuring work is progressing, running meetings, and making initial efforts to resolve conflicts as well as communicating with the client.

**Release Manager:** Liam Scholl

This team member coordinates project versioning and branching in a remote GitHub repository that all team members have access to. Checks for accuracy among all commits as well as cleans logs. Ensures class presentations and deliverables are fully completed and are well organized.

**Recorder:** Max Mosier

This team member is responsible for recording notes during mentor and team meetings. Ultimately transcribing the notes to an easier format for other team members.

**Architect:** Dakota Battle

This team member is responsible for tracking the progress of implementation and ensuring that architectural plans are properly followed.

## **Team Meeting Expectations**

### **Meeting Times**

We have a planned weekly meeting on Sunday at 11:00am. For impromptu meetings, these will generally be held through Discord, unless the entirety of the team agrees to meet in person.

## **Agenda Structure**

At the beginning of the meeting, team members will present their progress on their given tasks to the rest of the team. The next topic we will focus on will be completing the current week's task report. Following the task report's completion, we will spend the remaining meeting time on planning out or completing the next week's tasks.

## **Minutes**

The meeting minutes will include the date and location, present/missing participants, and the start and end at the header. The rest of the contents will include a summary of last week's activities followed by a section discussing/planning our next tasks.

## **Decision-Making Process**

Majority rules, in the case of a tie, we go to someone outside of the team to be the tiebreaker, such as the client.

## **Attendance**

For the most part, if you let the team know about not being able to attend a specific meeting two days in advance, there will be no punishment, we will either reschedule or catch the person up. For an unexcused absence without letting the team know that a team member won't be able to attend, the first time, nothing will happen, the second time, the team member will need to have a formal talk with the team to let them know what's going on, the third time will result in the team talking to the mentor.

## **Conduct**

The team leader will generally direct the meetings to prevent topic jumping. The team leader might pass the meeting lead to a specific team member to take the lead on discussing a specific part of the project. For dealing with interpersonal disputes, divided teams, nonparticipating members, and team members who change the design, our team agreed that ultimately if it's an individual who is at fault, the rest of the team will talk to the individual to resolve the issue. In the case of a team split issue we will resolve to contacting the mentor for an outside opinion.

## **Tools and Document Standards**

### **Version Control**

We will use a remote GitHub Repository for maintaining our codebase. Each team member will be responsible for becoming familiar with using git to manage the repository on their local machine. No forking of the repository is permitted as this can cause merge issues. All members of the team will ensure that the repository does not

get too congested with commits, but this will be primarily dealt with by the Release Manager.

### **Issue tracking**

We will be primarily using Kanban through GitHub to track minor tasks. For the larger tasks, we will be using a gantt chart to plot them. During our weekly meetings, we will figure out the individual tasks of each member. If tasks arise throughout the week, it will be up to the individual and the team leader to assign the task.

### **Word Processing and Presentation**

In order to support uniform technical communication, we are defining a standard of tools.

- Word processing - Microsoft Word and Google Docs
- Presentations - Microsoft PowerPoint, Google Slides, or any tool that can be exported to display information and slides in PDF format
- Graphical Design - Adobe Photoshop, Dreamweaver, XD, and any other supporting tools that may complement the use of these.
- IDEs/Environments - Any tool/environment that supports the reading, writing, and saving of the appropriate file types for the task at hand.

These standards of computing tools will act to eliminate potential integration issues rooted in an inefficient combination of software tools.

### **Composition and Review**

It will primarily be the Release Manager's job to ensure that each deliverable contains the correct information needed. The goal deadline for submitting deliverables or any assignment will be 24 hours prior to the due date. The goal for submitting a rough draft to the Release Manager will be 48 hours prior to the due date.

### **Team Self Review**

Every fourth meeting (once a month), each team member will prepare a self-assessment explaining what they believe they did well, needs to work on, and needs improvement on over the course of the last month. Each team member will present their assessments to the rest of the team, which will result in a brief discussion about a member's assessment.