

# Team Standards

September 25, 2021

## Team Poseidon Way-Finding

Sponsor: Michael Leverington

Faculty Mentor: Han Peng



Team:

Fernando Diaz

Ulugbek Abdullayev

Brandon Jester

Jonathan Gomez

Overview:

The purpose of this document is to enact team standards that will allow our team to be productive. The standards will be set upon regulations which will give our team members an understanding of the expectations placed on them.

Team Leader: Fernando Diaz

Customer Communicator: Fernando Diaz

Recorder: Ulugbek Abdullayev

Architect: Jonathan Gomez

Release Manager: Brandon Jester

Coder: Brandon Jester. But, every team member is expected to be part of the coding experience.

### **Team Meeting Expectations:**

- Meeting Times:
  - Tuesday at 5:00pm, after meeting with Han Peng
  - Client meeting, Friday at 11:30 am. Will not always be necessary to attend, but participation will be discussed on a weekly basis
- Agenda Structure:
  - Introduction, with progress reports
  - Structured plan of what tasks that need to be completed, or are in progress
  - Questions, and Concerns. Coder: Brandon Jester. But, every team member is expected to be part of the coding experience.
  - Team Struggles: Any team member having a hard time with capstone assignments, classes or scheduling will direct their concern so the team can be made aware. In that case another team member can help, or we can come together as a team and complete the assignment.
- Minutes:
  - 5-10 minutes for agenda introduction and touch base on what has been discussed previously
  - 20-25 minutes talking though the plan of tasks those need to be completed or in progress
  - 15-20 minutes for questions or concerns regarding code quality
  - 5-10 minutes for discussing any struggles in the team. Any team standard communications should be discussed during this time.
- Decision Making Process:

- Any disagreements, design choices, or other issues pertaining to the progress of the capstone project will be resolved on a  $\frac{2}{3}$  majority vote.
- In case of a deadlock, the team lead will be the arbiter in the situation.
- Attendance:
  - Required to the weekly meeting. Any emergencies or scheduling conflicts should be communicated to the team or the team lead.
- Conduct:
  - Meetings must stay on topic, side discussions occurring before or after the meeting. **NO BIDEN EATING ICE CREAM DISCUSSIONS!!!**
  - Tardiness not communicated will result in documentation.
    - Any scheduling conflict or time constraint **must be communicated** ahead of time.
  - No drama, any issues that arise with any team member should be discussed in a controlled manner.
  - Any disagreements are natural, however team members should not get emotional.

#### Tools and Document Standards:

- Version Control:
  - Azure Devops will be used for tracking and maintaining the code base.
  - For every new feature or bug fix we will create a new branch
  - Commits will be made to a branch when there is significant progress made on the code.
- Issue Tracking:
  - Issues will be documented and tracked through the DevOps boards feature
  - From this people can be assigned issue to keep track of who is working on what
- Word Processing and Presentation: Given its viability Google Docs and Google Slides will be used as our default programs.
- Composition and Review: For larger deliverables we will assign different lead editors to compose a full coherent deliverable. Every team member will be assigned a section of the deliverable to be completed

#### Team Self Review:

We will have brief informal self reviews at the beginning of each weekly meeting. Every month we will have a more elaborate self review in which everyone will present what they have done and we will discuss each as a team.