

Overview

The purpose of this document is to outline the general guidelines and expectations of each member of the team as well as the team as a whole. Topics covered in this document include but are not limited to team member roles, meeting times and expectations, development and tool standards, and details regarding the team self reviews.

Team Members and Roles

Lead Contact (Sal) - The team member is responsible for coordinating task assignments and ensuring work is progressing, notify and update on documents and deadlines, coordinates meetings, and assists in resolving conflicts.

Release Manager (Kameron) - This team member 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.

Architect (Kameron) - This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.

Recorder (Rotate Weekly) - This team member is responsible for recording meeting minutes, and distributing the minutes to the team in a timely manner.

Website Manager (Calvin) - is responsible for maintaining and updating the website. They should make sure the site is up to date and running smoothly.

Development Manager (Nick) - Delegating development tasks and overseeing development quality.

Coder (everyone) - All team members are required to participate in code development and programming activities.

Team Meeting Expectations

Meeting Times:

- 1) Mandatory weekly work meeting:
 - a) Right after capstone for 1 hour.
- 2) Impromptu meeting:
 - a) Communicate with team members over Discord.

Agenda Structure

Meetings will open with attendance and a brief report from each team member. We then will go into retrospection. Here we will discuss successes, barriers, feedback and give praise for success. Next we will go over our agenda for the day. After we have reviewed the agenda we will start formal discussion on the topics. Lastly, we will go over future topics and important upcoming dates. Once this is finished we will more to end the meeting.

Minutes

Minutes will be recorded on a rotating basis where each member will take turns as the recorder. Minutes will be posted to the shared Google Drive file for team members to review.

Decision-Making Process

¾ majority vote will decide any design decision conflicts. Major decisions will not be made unless all members of the team are present or informed.

Attendance

Team members will be required to meet in person on Fridays. Team members can give advance notice of absences if they will miss a meeting. If notice of absence is given to other team members one day prior to the meeting there will be no repercussions. If a team member does not give other team members advanced notice of their absence the team will expect an explanation. Repeated absences and tardiness warrant team intervention with the team member.

Conduct:

Any misconduct will result in a polite warning from other team members. If the behavior continues or escalates, a separate meeting will be called to address the issue. If the behavior still continues from there, the project mentor will be contacted. If the issue is still not resolved by then, the capstone instructor will be contacted. Steps may be skipped depending on the severity of the behavior.

In each step, the team will attempt to resolve the issue in a way that is both constructive and beneficial for all parties.

Tools and Document Standards

Communication: Discord will be the main form of communication for our team.

Version Control: Git / GitHub. We will preface the name of all branches with a number generated by our issue tracker (YouTrack) to make it easy to understand why a specific branch exists. No team member should push commits to the main branch. All team members should create a pull request and allow another team member to review and merge their pull request. Commits should be frequent and should describe what significant changes were made for that commit.

Issue Tracking: YouTrack will be used to manage and create issues / tasks, GitHub issue tracking will be used as a supplement when needed.

Word Processing and Presentation: Our team will be using Google web apps(Docs, Slides, Sheets) and also Microsoft apps (Word, PowerPoint, Excel).

Composition and Review:

Lead Deliverable Editor: Different team members each week.

Assignment Review Deadline: Sunday by 4pm

Team Self Review

Team self reviews will be conducted once every month. Team members will reflect and write things that they think they have done well in the past month and also things that they feel that they should work on. Team members will then present their reflections in a meeting and other members will comment and give feedback.