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Team Standards  
9/21/2021  
Rehab Remote

**Project Sponsor**

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BiOMOTUM, Inc.

**Faculty Mentor**

Felicity H. Escarzaga

**Team Members**

Kylie Cook  
Brandon Roberts  
Robert Bednarek  
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The purpose of this team standards document is to briefly share the team's agreements on standards of how the team will function. The following pages outline team member roles, meeting expectations, the project tools, the document standards, and team member self-evaluations.

## **Team members and Roles:**

- **Robert Bednarek:** Team Leader - Coordinates task assignments and ensures work is progressing, runs meetings, communicates with mentor, client, and capstone organizer, and makes initial efforts to resolve conflicts.
- **Brandon Roberts:** Team Architect/Coder - Ensures core architectural decisions are followed during implementation and verifies that codebase has proper cohesion.
- **Kat Marcsteller:** Recorder - In charge of maintaining detailed meeting minutes for future reference and organizational purposes.
- **Kylie Cook:** Release Manager - In charge of coordinating project versioning, branching, and review. Cleans up commit logs for accuracy, readability and understandability. Also ensures that any build tools can properly generate a working release.

## **Team Meeting Expectations:**

- **Meeting Times:** Every Tuesday at 3pm on Discord Call
  - Impromptu Meetings: Use Discord chat to schedule additional meetings according to everyone's availability
- **Agenda Structure:** Every meeting begins with a status update from each member including the progress made since the last meeting as well as any issues or concerns followed by discussion of the upcoming tasks
- **Minutes:** Meeting minutes will be recorded every meeting by Kat Marsteller. These meeting notes will include the date, start/end times, attendance, review of upcoming events, and discussed topics. These meeting minute notes will be posted in the "Meeting Notes" folder of the team google drive for any team member to view at their discretion
- **Decision-Making Process:** All decisions will be made by a majority vote. If there is a split 50/50 vote then a discussion will take place and each side will have to make compromises to decide on something in the middle that works for everybody.

- **Attendance:** Each team meeting is required for all team members. If a team member knows he or she might be late/miss the meeting, they are responsible for informing the rest of the team over Discord ASAP. Each member is allowed one excused absence but must inform the team ahead of time as well as provide the reason. A second missed meeting will result in a discussion with the team and a warning will be given. A third missed meeting will result in further discussion with the team to decide if the reason for missing is justified and if not, the capstone organizer will be notified and disciplinary actions will be taken. There will be a 5 minute grace period for showing up to meetings which will be excused if a valid excuse is given that the on-time team members approve of. If a member is late a second time, a warning will be given, and a third time will involve the capstone organizer depending on the severity of the lateness.
- **Conduct:** Team meetings will be organized and managed by the team lead. Non-constructive interactions from team members will be given a warning and if not complying, will be reported to the capstone organizer for disciplinary action. All conflicts will be initially attempted to be resolved by the team lead and if issues persist, a discussion will be held by the entire team to resolve the issues. If the entire team cannot come to an agreement, the capstone organizer will be informed to help resolve all conflicts.

### **Tools and Document Standards:**

- **Version Control:** GitHub (<https://github.com/KylieNCook/rehab-remote>)
- **Issue Tracking:** Trello (<https://trello.com/b/yDBxFk6X/rehab-remote>)
- **Word Processing:** Google Drive
- **Presentation:** Google Slides
- **Composition and Review:** All documents in need of review must be given to Robert via the #project\_checkin channel in the Discord 24 hours prior to the due date.

### **Team Self Review:**

- Self review will take place before the first team meeting of every month. The reviews will be discussed during the meeting for each team member to have a chance in providing feedback. Self reviews will take the form of:
  - What I have done well
  - What I need to improve on
  - How I plan on making these improvements

- Bullet points under each section will have at least one sentence each to explain why the writer feels that way.