



NORTHERN
ARIZONA
UNIVERSITY

School of Informatics, Computing & Cyber Systems

Team Standards

Serpent Studios

October 7, 2022

Sponsor:

Dr. Patrick Kelley

Mentor:

Italo Santos

Team Members:

David Hermann

Johnathan Ray

Tyler Morales

Nick Shugrue

Nickolas Maxwell

Introduction

This document outlines each of the members' roles and the responsibilities they entail. It also describes several procedures for any "what if" cases that may be encountered, as well as guidelines for team meetings, documentation, and review. This document will be the foundation for team conduct and communication, and may be referred back to at any time going forward.

Team Members and Roles

Team Leader: David Hermann

This team member is responsible for task assignment and ensuring that work is progressing. They will also be in charge of running any meetings and will make initial efforts to resolve conflicts.

Client Communicator: Johnathan Ray

This member will be responsible for coordinating and conducting communication with the client. Initially, they will email the client whenever the group deems it necessary. As the group starts to work more on the project, the client communicator will start emailing the client weekly. These emails will include questions and updates about the project from all team members.

Recorder: Tyler Morales

This team member will be responsible for taking notes during team and mentor meetings, as well as class lectures. Notes will be shared with all team members in the Google Drive and Discord for ease of access. They will be expected to pay close attention to detail to ensure all specifications are met for each project deliverable.

Architect: Nick Shugrue

This member is responsible for ensuring that core architectural decisions are being followed during implementation. Structures and organizes key components of systems to be implemented, and ensures team members understand the connections between components through use of tools such as UML and sequence diagrams.

Release Manager: Nick Maxwell

This member will be responsible for coordination of project versioning and branching. They will also review and clean up commit logs for accuracy, readability, and understandability. Additionally, they will make sure any build tools can quickly generate a working release.

Team Meeting Expectations

Meeting Times

There will be a planned team meeting that will be held on the team Discord every Wednesday at 10am. Any other meetings will most likely be held through the team Discord, unless the team agrees to meet in person.

Agenda Structure

Meetings will begin with each member briefly discussing the progress that they have made and any setbacks they have encountered since the last meeting. This will be followed by discussion of any priority tasks that still need to be completed for that week including the weekly task report. Meetings will conclude by planning out the next steps and assigning the next week's tasks.

Minutes

Meeting minutes will include date and time, member attendance, and meeting start and end time. Contents will include a breakdown of last week's activities, the current status of this week's tasks, and a plan for next week's assignments. Minutes will be shared in the team Google Drive for easy access.

Decision-Making Process

Decisions will be made by majority rule. If there is an unresolved conflict, decisions may be escalated to the team mentor for a final ruling.

Attendance

Meeting attendance will be compulsory unless the member informs the team of their absence at least a day in advance. In this case, there will be no punishment, but the member will need to be caught up. In the case of an unexcused absence, a verbal warning will be issued on the first offense, the second offense will begin the formal process for dealing with non-performing team members via a written memo, and the third offense will be reported to the team mentor and dealt with according to their recommendation.

Conduct

For the most part, the team leader will be in charge of each meeting to keep things on track. In the case that the team leader is absent from a team meeting, a vote will be taken to determine the interim meeting leader. The team leader can also pass the lead to another member that may be more knowledgeable about a certain aspect of the project. Disputes, team division, nonparticipating members, and unsolicited design changes will be dealt with on a case-to-case basis. Should the issue be due to an individual member, the other members will be responsible for discussing a solution amongst themselves. If this goes nowhere or in

the case of a multi-person conflict, the issue may be escalated to the team mentor as well as the CS Capstone Organizer if necessary.

Tools and Document Standards

Version Control

Git will be the version control system that the team uses. Furthermore, GitHub will provide a cloud based platform to aid in version control as well as a persistent database to house team code. The repository will be private. In addition to the main production code branch, we will develop and merge pull requests primarily from a secondary development branch. Commits to the main branch will only be made on product release dates.

Issue Tracking

GitHub will serve as the current primary service for code issue tracking unless the team decides it does not meet team requirements. For general task tracking, a Trello board will be utilized along with frequent discussion of upcoming deliverables in the team Discord server. All team members will be responsible for making sure their assigned tasks are updated as appropriate.

Word Processing and Presentation

Microsoft word and Google documents will be the primary tools for word processing. Presentations will be made through PDF presentations, in person presentations, and video presentations as needed.

Composition and Review

Currently our proposal is that the team manager will elect a lead editor, whom the team will vote for or against, with majority winning for each larger deliverable. This editor will be in charge of ensuring all components are assigned and completed for their particular deliverable. Rough drafts are due 3 days before the required date, final versions will be required 2 days before the final due date unless otherwise specified by the lead editor.

Team Self Review

Team Self-Review will occur monthly. Each team member will be responsible for presenting a self-reflection of the past month extemporaneously at a team meeting held either in person or synchronously online. Team members may give feedback and constructive criticism of each member's performance as deemed reasonable. Team members will answer questions regarding their own professional development, performance as a team member, successes, failures, where they feel they have grown, and if applicable where they have become stagnant.