

Team Standards

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Team Shining Sky

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Introduction

This document will outline team roles, standards, and expectations for Team Shining Sky, composed of Rosze Voronin, Skyler Hanson, Ashleea Holloway, and Logan O'Donnell. It will serve as a contract among the members serving the purpose of keeping team conflict and any misunderstandings to a minimum. It will be a living document, able to be updated as needs change or as the team sees fit.

Team Members and Roles

Rosze Voronin, *Team Leader and Communicator*

Responsibilities will include coordinating task assignments, ensuring work is progressing, running meetings, making initial efforts to resolve conflicts, and writing emails to both the client and mentor. This team member is also responsible for being the final reviewer/editor on any documents and deliverables being turned in to the team mentor or the client.

Skyler Hanson, *Coding Lead and Research Lead*

Responsibilities will include enforcing consistent code style and commenting practices across code submitted by other team members, and making sure code meets any other emergent standards dictated by the project to avoid the codebase turning into a mess on the smaller scale. Additionally, this team member will act as the research lead in charge of collecting ideas and inputs of other team members to find solutions that meet team needs, as well as setting forth research topics to be explored by themselves or with the help of the team.

Ashleea Holloway, *Website Manager and Release Manager*

Responsibilities will include acting as the main website administrator, creating and updating the Team Shining Sky website as needed. The team's GitHub releases will also be managed by this team member, who is responsible for project versioning, branching, commit logs, and checking and updating overall content for readability and professionalism.

Logan O'Donnell, *Architecture Lead and Document Manager*

Responsibilities will include considerations of the codebase in a broader sense, making sure it follows a consistent and organized structure and accounts for all necessary features as well as future extensibility past our time on the project. This team member will also be responsible for document management. Any written documents including those turned into the team mentor or sent to the client may be written, templated, or otherwise managed by this role.

Team Meeting Expectations

A weekly meeting will be conducted every Sunday around 5-6pm. All team members are expected to attend at least briefly. Any rescheduling needs to be introduced by Sunday morning in order to allow the meeting time to shift to earlier in the day if needed.

The introduction of the meeting will consist of the team leader going over last week's Task Report and verifying all "In Progress" tasks have been completed by the team members. Each team member will introduce their work related to the task(s) they were assigned (if not already presented previously in the Discord) for review by the rest of the team. Any incomplete tasks or tasks to which changes have been recommended will then be completed by the team member during/after the meeting if possible. If impossible, the team member should prepare their justification for the mentor meeting and run it by the rest of the team for approval.

After all "In Progress" tasks have been verified as complete, the team leader will introduce next week's task report and tasks will be doled out. The new set of "In Progress" tasks will be divided as evenly as possible among team members, attempting to align the tasks as close as possible to each team member's role and preference.

The meeting's conclusion will involve opening the floor to each team member to discuss any imminent concerns, such as scheduling, upcoming conflicts, current tasks, and so on. If a team decision is necessary, at least $\frac{3}{4}$ of the team members must vote yes in order for the decision to be solidified. Any decision introduced by a team member must have ample justification for why they want the decision to go through.

The meeting's minutes will be presented in the form of a brief summary of all topics covered, actions taken, and decisions made, to be posted in the Discord server along with the date of the meeting in question.

Throughout meetings, interpersonal disputes or conflicts may arise among team members. If an issue arises, the team lead or another uninvolved team member will serve as a mediator to help resolve issues if possible or at least keep the disagreement civil.

Tools and Document Standards

Communication will be conducted primarily through the Discord server we share, which includes numerous channels that control and organize team information, team announcements, and communications between team members. Tracking of tasks will

be done via the Announcements and Task Board channels in the Discord, as well as more formally through the weekly Task Document.

Version control and a living repository of the code will be managed through GitHub, to which all members are responsible for regularly pushing changes with detailed descriptions. The Release Manager will conduct a final review of commits and alert team members of issues in their GitHub contributions to prevent future confusion due to misdocumented versions and changes.

Application programming will be done in Flutter, since it can export to all three targeted platforms: iOS, Android, and web. The iOS and Android implementations will be the primary focus, and all team members are expected to learn and contribute to the mobile app, its interface, and overall development and research.

Word processing and presentations will be completed within Google Drive or appropriate Discord channels. Google Docs will normally be used for documents as it allows for all members to add edits or leave comments, but Word may be used to achieve a more professional/polished design and layout if needed. Team members will be informed when a new document is created and when they are expected to contribute to it. The Document Manager will be initially responsible for all written deliverables, which may include compiling the content other team members contribute or providing content templates/initial versions of documents.

Graphical design and other production of elements contributing to team documents can be done in whatever software the member in question is most familiar with, provided the output is of the required or reasonable type for the situation; i.e. graphics should be in .png or .jpeg formats, text should be delivered in .docx, .pdf, or equivalent, etcetera.

Issue Tracking will utilize a Task Board discord channel in which all “In Progress” tasks from the current week’s task report will be displayed with descriptions and who was assigned the task from the last team meeting. Team members are responsible for posting any updates on their task, and regular check-ins can be introduced if progress has not been posted in a reasonable timeframe. A final progress review will be conducted during the team meeting. The Announcements channel will also contain regular (most likely weekly) summary updates written by the team lead on what tasks are due soon, important dates/times, and other project news to keep a quick overview of what is going on available on-demand.

Review of documents will be conducted by the team lead before turning them in. In order to allow time for reviewing and combining documents, all team members must

have their parts finished either before the weekly team meeting preceding the due date or on the day before the due date for items not due at the weekly mentor meeting. In cases where documents need to be worked on by the team as a whole, the work will be conducted during the weekly team meeting. All team members will be given the option to see the final versions of each document produced, and if desired suggest any changes. Changes may not be able to be made if they are suggested within a few hours of the due date of the document, but any time before that allows for a potential revision if deemed necessary.

The Research Lead may introduce other concepts and tools for all team members to review and vote to include/not include into the project.

Team Self Review

Self-Review meetings will be included as part of the first team meeting every month. In a Self-Review meeting, team members will be given the chance to voice any feelings or opinions about how the last month went and the direction of the project as a whole. This is the best time to ask for changes in role, regular workload, meeting times, or any of the other standards presented in this document as a whole. We will keep the meetings largely informal and formatted mostly like a “team check-in” where we can gauge how everyone is doing and how they feel about how the project is going. Team members will also be expected to give a brief (30 seconds to 1 minute) assessment of their perspective on their own performance for brief discussion by the team in order to catch conflicts early and ensure no one is suffering from excessive project fatigue/melancholy. All feedback given in this section of the meeting should be productive and constructive; no personal attacks, accusations, or other hostile actions will be permitted.