Team Standards

October 7, 2022

Team Teacher To-Do

Project Sponsor: Chris Aungst

Faculty Mentor: Michael Leverington

Team Members:

Sam Gerstner (Team Lead)

Alexander Frenette

Noah Nannen

Shlok Sheth

Bronwyn Wedig

Overview

The purpose of this Team Standards document is to define the roles of all the team members, as well as lay out the standards and expectations for how code will be written and maintained throughout the project. This document will also outline the core technologies in use, as well as a justification for why we chose each technology. This document will also outline expectations for mentor meetings, team meetings, and client meetings. This document will server as the "one stop shop" for standards and information about the project.

Team Members & Roles

Sam Gerstner: Team Leader/Back-End Engineer

Alexander Frenette: Back-End Engineer/Release Manager

Noah Nannen: Front-End Engineer

Shlok Sheth: Front-End Engineer/Back-End Engineer/Release Manager

Bronwyn Wedig: Front-End Engineer/Back-End Engineer/Recorder

Team Leader: Coordinate & run team meetings, review all deliverables before final submission, communication with client.

Back-End Engineer: Coordinate design of back-end components and API interactions. This role is responsible for the flow of the application.

Front-End Engineer: Coordinate design of front-end components and overall user experience. This role is also responsible for the design of the team website.

Release Manager: Reviews code and deliverable changes as well as manages cleanup/maintenance of the GitHub repositories and Kanban board.

Recorder: Maintains accurate notes and agendas for all team meetings and makes them available to the team via GitHub.

Team Meeting Expectations

Meeting Time: Mondays 5-6 pm (or whenever mentor meeting ends), and ad-hoc as needed for discussions.

Agenda Structure: Begin with a brief overview from each team member of accomplished tasks if needed. Next, review the task report from the mentor meeting and assign tasks to team members for the upcoming week. After administrative items, we will move into a more informal working session.

Minutes: Bronwyn will take all meeting minutes and upload minutes for each meeting to the GitHub repository.

Discussion-making Process: All the decisions are to be run by all the team members. All the opinions from the respective team members would be taken into consideration, although during a conflict 4/5 majority would be preferred in all cases.

Attendance: All team members are expected to be actively present on time for team meetings. Each team member is allowed two absences from team meetings but must provide all team members with at least 2 hours' notice. Absences without notice and reason will be considered under unusual circumstances, by taking a majority vote from the remaining present members. If a tie occurs, the project mentor will be the tiebreaker vote.

Conduct: All team members are expected to be always courteous, kind, and professional. All group members should bring any issues that need to be discussed to the group during the team meeting. We will start with an informal discussion with the problematic team member. If the issue continues, the team leader will bring the issue to the group during a team meeting for discussion. If the issue persists, the team will discuss the issue with the team mentor and CS Faculty Sponsor if needed.

Tools & Document Standards

Version Control: We will utilize GitHub for our version control. We have created a GitHub organization with three separate repositories: Team Website, Project Deliverables, and the Source Code Repository. Commits directly to the main are permitted for the team website and deliverables repository, but changes to the code repository must be made in a separate branch and merged into the main using a pull request. Pull Requests must be approved by at least one other team member, but two are preferred. If only one person is reviewing a PR into main, that person must be a release manager or the team lead (or designated representative). Team members are not permitted to review their pull requests.

Issue Tracking: We will be using Taiga (taiga.io) for issue/task tracking for this project. We will be utilizing the Kanban board feature of Taiga to track open and in-progress tasks and assign tasks to specific team members.

Word Processing & Presentation: We will be using the Office 365 suite for word processing and presentation applications. The Office 365 suite is free for NAU students, and we are all familiar with its usage. We will be using Canva or Gimp for any graphic design needs.

Composition & Review: Larger written deliverables will be split up into smaller sections to be completed by different team members. All deliverables will be uploaded to the GitHub repository to allow for seamless integration. Team members are responsible for resolving any merge conflicts before committing their changes. All team members should have their changes committed to the repository at least 24 hours in advance to allow time for review.

Team Self Review

During each team meeting, all team members will perform a self-review for the previous week. We will take about 5 minutes at the start of each team meeting for each team member to answer the following questions:

- What did you accomplish this week?
- What do you plan to work on this week?
- What do you plan to have completed by the next meeting?
- Do you have any issues/blockers you are facing?

We hope to do this in an informal discussion format to allow team members to voice concerns and ask questions in a non-judgmental space. The primary goal of the reflection is to offer advice to other team members, and provide a time for discussion on more specific tasks that may not have otherwise been discussed.