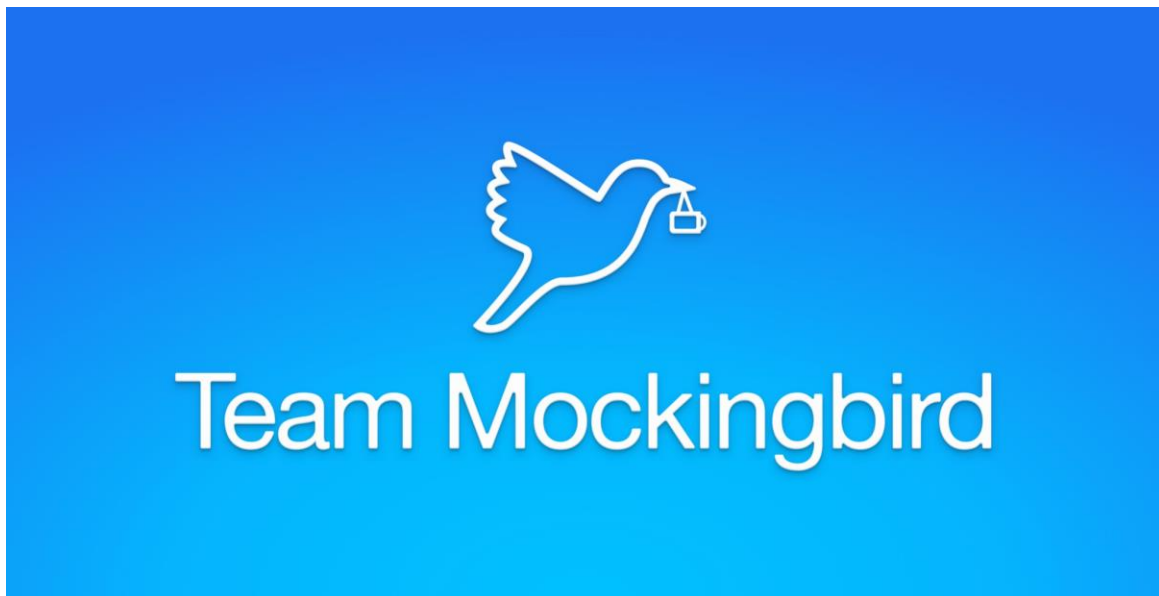


Team Standards

February 8 2022

Team Sponsor: **Alexander (Allie) Shenkin**
Team Mentors: **Tom Prys-Jones, Anirban Chetia**

Document produced by



Austin Malmin, Conrad Murphy, ShanHong “Kyle” Mo and Noah Nuebling

Introduction

The document will highlight tasks that need to be completed by each individual or as a team. The document will also record the thought and process of the team and how we are going to tackle our tasks and complete them efficiently and properly. This document will also include details about roles and expectations within the team.

Team members + roles

- Team Leader: The team member that coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts. By following the steps listed inside of the capstone website. Team leader will break ties between the votes.
- Customer Communicator: The team member that coordinates and conducts customer communications.
- Recorder: This team member maintains detailed meeting minutes.
- Architect: This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.
- Release Manager: 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.
- Coder: It is expected that everyone will have a role in producing code. If possible at this early stage, you might specify *what parts* of the coding (backend, front-end, node.js, MSP430 programming, etc.) that individuals will lead on.

Team role assign:

Team leader: Austin Malmin

Customer Communicator: Austin Malmin and Conrad Murphy

Recorder: Everyone (3 weeks each)

Architect: Noah Nuebling

Release Manager: ShanHong Mo, Conrad Murphy

Lead Coder: Noah Nuebling

Tools and document standards

We will upload all our code to a private GitHub repository to which we all have access. All our commits will be pushed to the main branch, with the stipulation that the main branch must

always be functional. Large changes, or changes that have a high risk of breaking the system, will be done in separate, temporary branches.

We plan to use GitHub's built-in issue tracker to manage tasks. GitHub provides a built in Issues tracker which we can utilize to provide a list of all tasks that need to be completed and allows different users to be assigned certain tasks.

We will use Google Drive (Google Docs, Google Slides, etc.) for collaborative documents and presentations. We do not anticipate the need for collaborative graphic design, but we plan to use Aseprite and Sketch for any individual graphic design tasks.

We will work on each document on Monday during/after our weekly meetings, then complete a first draft by Tuesday night. Early revisions will take place on Wednesday before presenting the draft to our mentors that same day. A final draft will be ready by the specified due date (which appears to usually be Friday). We plan to rotate the role of lead editor for each document every three weeks, in the following order: Austin, Kyle, Noah, Conrad.

Meeting expectations

We meet amongst ourselves on Mondays, with our client on Wednesday mornings, and with our mentors on Wednesday afternoons. In-person attendance is mandatory unless cleared with the group at a prior meeting. We will also have our recorder for the week take notes on the contents of each meeting which will be compiled into meeting minutes. As far as conduct for all meetings go, show up professionally—on time, with the mindset, ready to work and prepared with questions.

The first meeting of the week will be on Monday at 5:15pm in the conference room on the third floor of the Engineering building. This meeting will be to break down the current deliverables that are being worked on, as well as assign tasks for the week. This is also the time we will complete the weekly task reports. This meeting will also have time for team members to discuss what they accomplished in the last week.

The second meeting of the week is optional with our client on Wednesdays from 11:30am - 12:30pm in the SICCS building room 224. This will give us a chance, if we need to, to discuss plans or clear questions with the client to ensure they are happy with our product and efforts.

The final meeting of the week will be on Wednesday with the mentors from 5:30pm - 6:30pm in SICCS building room 224 to show the mentors our current deliverables and to get feedback on our work. This will allow us time to make changes if we need to before the Friday deadlines. All of the meetings will be subject to change if deemed necessary by the group and mentors.

Conduct

Members will be allowed to miss any number of meetings as long as they are cleared with the group at least 1 weeks in advance and for a valid reason as determined by the group.

Self review policy

Once a month, during one of our scheduled meetings, we will take time to review what we've been working on. Each team member will show their work to the other group members and they will talk them through their process and what they thought went well and what didn't go as well as it could.

This will give us the chance to recognize problems early and address them as a group. We will aim to create an environment where everyone can share their thoughts and feedback freely and where lively discussion can ensue.