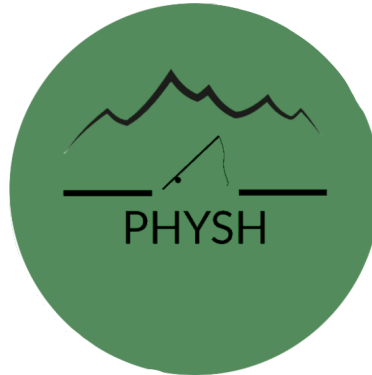


# FISH - Fish Identification Search History



## Team Standards

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Prepared by the members of Team Physh:  
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Sponsored by David Rogowski

Mentored by Vahid Nikoonejad Fard

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## Introduction

This document has been written to help maintain structured and effective teamwork throughout the entirety of this capstone project. It will list the assigned roles and responsibilities to each member in the team. Expectations for all team meetings will be established and explained as well as the different tools and documentation standards that are to be used by each team member. And the last major element of this document is the team self review, where all members will review themselves and the teams performance as a whole on a monthly basis.

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## Team Roles

- **Team Leader:** Ryan Mason
  - **Quality Control:** This role will rotate between all team members, changing after each assignment. For the first assignment (tech. feasibility), Jack Normand will hold this position.
  - **Release Manager:** Shelby Hagemann
  - **Lead Recorder:** Scott Austin
  - **Lead Coder:** Eduardo Martinez
  - **Architect:** Jack Normand
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## Team Meeting Expectations

- **Meeting Times:** Meetings will be held on Tuesdays at 6:30pm. Impromptu meetings held on Discord
- **Agenda Structure:** All meetings will begin with a short verbal update report from each member. Then, we will update the task report as a group with everything completed. Finally, we will discuss how the remaining work will be broken up amongst the group.
- **Minutes:** For our weekly meeting minutes, highlights and talking points will be noted in the minutes channel of the Discord, so Vahid or any team members can look back and see what was discussed.
- **Decision-Making Process:** In cases of disagreements on design choices, we will vote and the majority ( $\frac{3}{5}$ ) will decide.
- **Attendance:** Attendance is expected at every mentor meeting and scheduled team meeting. We will be implementing a 3 strike system with unexcused absences and lateness. If a member does not show up to a meeting and does not provide proper explanation for the absence then that member will receive a strike. In the case a member does not show up to the meeting without saying anything, but soon after the meeting they

reach out and provide valid reasoning this also does not count as a strike. Overall it is expected that members let the team know that they will be absent but emergencies can happen. For the first and second strike you will speak with the Team Leader regarding a warning for your actions. In the case of a third strike a sit down meeting will be held with the entire team to discuss the members continuous absence. In the case a member is noticeably late to a meeting they will receive a late strike, 3 late strikes will equal to one absence strike (ie. if a member is late to 9 meetings they would receive the 3 strikes to deem a team meeting).

- **Conduct:** Non-constructive interactions will be prevented by sticking to the agenda structure. Impromptu meetings will be organized and held on the Discord, and will involve everyone on the team. Interpersonal disputes and non-participating members will be brought up with the team leader initially, and then Vahid if necessary. A divided team, or team members who make design decisions without the team's consent will also be brought up with the Team Leader. We will be as open as possible with communication, and discuss it as a team at first. If this doesn't work out, we will notify Vahid and the Capstone Organizer.
  - **Work Expectations:** Team members will be expected to give updates on their tasks and any roadblocks they run into. These updates will be recorded in the Discord. If a team member runs into roadblocks, they are expected to communicate their problems with the team leader so they can receive help from other team members. If the team member doesn't communicate this information, the mentor will be contacted and the incident will be recorded.
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## Tools and Document Standards

- **Version Control:** GitHub
  - All commits will be required to have a relevant title and detailed description.
  - Before committing changes, the group's approval will be needed to ensure there are no merge conflicts.
- **Issue Tracking:** AirTable
  - Keep track of deadlines and allocate tasks to members through a Kanban board.
- **Word Processing and Presentation:** Google Drive, Docs, and Slides
  - We will use a shared drive on Google Drive to allow access to all information for all team members at all times.
- **Composition and Review:**
  - We will rotate members of the team to act as quality control (lead editor) for all large deliverables. The document should be completed and ready for review two prior to the due date.

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## **Team Self Review**

Team self reviews will be held once every two team meetings. Each member will write a few sentences on their performance since the last review and provide them to the Team Leader. Any interpersonal issues or concerns with the project can be addressed during this time.