Team Standards
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Team Truthseeker

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Overview

The purpose of this document is to establish the different roles and responsibilities that are assigned to all individuals of Team Truthseeker. Furthermore, this document establishes the team's standards for meetings, the tools the team will use, and deliverable quality assurance.

Roles and Responsibilities

Description	Team Member Assigned
Team Lead ● In charge of coordinating tasks and leading the team meetings	**Garry Ancheta**
Customer Communicator ● In charge of communicating with the client and keeping the team up to date with client specifications.	**Georgia Buchanan**
Recorder ● In charge of maintaining a minutes-keeping document and recording team meeting minutes.	**Georgia Buchanan**
Architect ● In charge of maintaining the design specifications of the software when implementation occurs.	**Jaime Garcia Gomez**

Release Manager ● In charge of keeping records of changes in code and is the final reviewer of any code being pushed into the main source code of the software.	**Kyler Carling**
Coder ● In charge of the programming of the software.	**Garry Ancheta, Georgia Buchanan, Jaime Garcia Gomez, Kyler Carling**

Team Expectations

Meetings

Team Meetings:

● After 2:20 pm section of Capstone Class
● If no class, beginning of Capstone Class

Team Meetings w/ Mentor:

10:15 am - Mondays

Team Meetings w/ Client:

4 pm - Wednesdays

Team Meeting Agenda:

1. Progress Report
    a. Current Tasks Report
2. What issues currently exist
    a. Plans to rectify issues
3. What we hope to have done by the next meeting
4. Next meeting agenda

Minutes:

Minutes will be taken by the recorder with the specified template. This minutes document will be available for all team members to read and access.

Decision Issues:

If there are any decisions that cannot be agreed upon by a majority of the group, it is the responsibility of the Team Lead to finalize a decision.

When there is a team member who is missing when this issue arises, it will only be up to the members present to finalize a decision. If the absent team member's position is affected by the decision, the absent team member will be able to appeal the decision and discuss the issue with the team.

Attendance and Performance Standards

Attendance Standards:

The attendance standards pertain to team members who do not notify the rest of their teammates of an absence at least 24 hours prior to a scheduled meeting. Each consecutive absence is accompanied by a new consequence from level one up to level three. Consequences are reset to zero after a month of perfect attendance.

1. First Missed Meeting:

    a. Absentee teammate must explain to fellow team members why they missed the meeting.

    b. Absentee teammate must explain to fellow team members how they are going to rectify the situation.

2. Second Missed Meeting:

    a. Discussion of attendance with the mentor during the next team mentor meeting will be required.

    b. Verbal contact with the absentee team member either during the mentor meeting or elsewhere that week.

3. Third Missed Meeting:

    a. The team will report the attendance violations with the mentor.

    b. A request will be made to escalate the discussion to Dr. Doerry and Dr. Leverington.

Performance Standards:

The performance standards pertain to team members who **(1)** are not communicating with the team about their inability to complete tasks **72 hours prior to the due date**, **(2)** cannot complete tasks assigned to them in a timely manner, or **(3)** the task outcomes are of substandard quality. Performance standards consequences **do not** reset.

1. First Performance Issue:

   a. Verbal discussion with the team of what needs to be improved and how it can be improved.

2. Second Performance Issue:

   a. The teammate with the performance issues will need to create an "action plan" document, which details a path to improvement for previous and future performance issues.

   b. The action plan will be due by the next team meeting.

   c. The action plan needs to be accessible by all other team members and mentor.

   d. The team mentor will be notified of the team member's performance issues.

3. Third Performance Issue:

   a. Escalation of the issue to the team mentor and a request to be counseled either by the team mentor or Dr. Doerry and Dr. Leverington.

Tools and Document Standards

Tools

Standard Coding IDE:

- Visual Studio Code

Code Languages/Frameworks

- **HTML/CSS/JS for the webpage itself**
- **ReactJS for the UI**
- **SOMETHING TO PARSE DATABASE DATA WHEN WE LEARN ABOUT THAT**
- **OTHER LIBRARIES/FRAMEWORKS FOR THINGS LIKE INPUT VALIDATION AND SUCH**

Quality Assurance and Version Control:

- Github

  - For all areas of the software development process, Github will be used as a version control.

  - The Release Manager is responsible for the final decision of rejecting or accepting a pull request as well initiating discussions with group members about their pull request

  - Pushing directly to the master branch is discouraged. The preferred method is to create a personal fork with your changes and then create pull requests on the master branch which the Release manager will review and approve

Code Style:

- Official code style requirements are contained within the official Team Truthseeker Code Style Guide which can be found at:

https://docs.google.com/document/d/1fnnTOMQ-IOzkrBXuE0PEUfw6SFknPhzQX_fZVWEJFOY/edit.

These standards are considered binding and code pushes may be rejected on the basis of style guide violations.

Team Self-Review

Team self-reviews will be conducted once at the end of every month as an activity during the group meeting.

Hot Seat Method

- Each member will be given positive and negative feedback from all other members of the team.

- When feedback is given, it will be given through the "sandwich" method where positive feedback is given at the beginning and at the end of the feedback, with the negative feedback in the middle.

- Feedback will be based on performance, professionalism, and timeliness and must not contain any feedback relating to personal matters such as personality, appearance, etc.