



TEAM STANDARDS

A large, faint watermark in the center of the page, consisting of a pair of blue headphones with a green plant growing from the center, similar to the logo in the top right.

Kenzie Norris

Krystian Bednarz

Sam Asher

Preston Lee

Sponsor: Dr. Okim Kang

Mentor: Daniel Kramer

Organizer: Michael Leverington

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Introduction:

This document is intended to establish various team protocols in order to improve team efficiency and provide a common understanding of expectations for collaboration. Included are the team members and their leading responsibilities, team meeting expectations, tools and document standards, and team self review protocols.

Team members and roles:

- Kenzie Norris: Team Leader
 - Handles all communication between the client, organizer and the mentor
 - Ensures team is turning in quality work on time
- Krystian Bednarz: Documentation Manager
 - Ensures completed documents follow the same style throughout completion process
 - Develops framework and style for presentations
 - Records discussions during meetings for later review
- Sam Asher: Release Manager
 - Goes over all code about to be pushed
 - Ensures packages of programming are uploaded efficiently and organized properly
 - Helps connect front end development to back end development
- Preston Lee: Database Architect
 - Back end architect for how data will be stored, accessed, and used.
 - Will lead the efforts in speech comparison using Artificial Intelligence.

Team meeting expectations:

- Meeting Times
 - Mentor meeting: In person after class on Fridays
 - No class: Sometime Friday in the afternoon (based on mentor availability)
 - Client meeting: In person meetings will be determined based on need
 - If needed, Fridays at 1:00PM in BAA 316
 - Weekly emails required, sent sometime Friday
 - Team meeting: Remote on Tuesdays, 4:30PM
- Agenda Structure
 - Mentor meetings
 - Review task report, discuss current and upcoming tasks
 - Request additional information or support regarding current tasks
 - Discuss edits to documents (if needed)
 - Client meetings
 - Asking important questions mostly for clarification purposes
 - Weekly emails will be composed of progress reports in addition to smaller level inquiries

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- Team meetings
 - List off topics of discussion in agenda made before meeting began (Meeting Minutes document made per meeting)
 - Go through topics on the agenda until all topics have been discussed. Record necessary information throughout the discussion
 - Team member progress report
 - Team member self reflection session
 - Write task report for incoming mentor meeting, move assigned work still in progress from previous task report to current one
 - Minutes
 - Write agenda
 - Go through all points of interest in agenda
 - Record information regarding points on agenda
 - Decision-Making Process
 - Discuss differences in opinion with entire team
 - Discuss compromise(s)
 - Continue with compromise(s) once unanimous agreement has been met
 - Attendance
 - Absences are permissible given a minimum 2 day notice
 - Emergency absences must be mentioned within 24 hours of absence date
 - Unexcused absences and tardiness will be dealt with through a strike system
 - First offense: warning
 - Second offense: formal discussion with team
 - Third offense: formal discussion with mentor or even with facilitator
 - Tardiness extending over an hour long count as a strike
 - Conduct:
 - Organization of meetings should be based on organizational approach listed in this Team Standards document
 - Additional discussion regarding other important information that is not immediately mentioned can be organized as seen fit by the members of the team
 - Conflict management involving interpersonal disputes beyond workload should be handled by the individuals involved first. If conflict continues, the issue must be brought up in the team meetings.
 - Or during a newly scheduled emergency meeting depending on the weight of the issue
 - If conflict resolution can not be achieved in meetings, further discussion can be made via team mentor or facilitator.

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Tools and Document Standards:

- Version Control: Github will be used for version control and code management. Commits and forks must be well documented and updates or changes to code should give reasoning and be clearly communicated. Any conflicts with code changes that cannot be resolved will be brought to the team for final review. Overall changes in code will follow a similar methodology displayed in *Figure 1*.



Figure 1: Version control flowchart

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- Issue tracking: Even long before you start coding, there will be many tasks to do in this project. What will you use to document open tasks, assign them to team members, and monitor their completion? This is typically done with an issue tracking tool during the actual coding/dev process...but why not start using this tool for all tasks doled out within the team?
- Word Processing and Presentation: Word processing will be completed through Google Docs. Links to all google docs will be present in the various documentation channels on our team Discord server. Visual elements of presentations will be developed through Google Slides. Other elements of the presentation (scripts, presentation structure, etc.) will be written out in Google Docs.
- Composition and Review: If necessary team members will be assigned specific sections of documents to complete, segmented documents will be reviewed as a group and integrated. Rough drafts must be completed before integration review. Completed deliverables must be reviewed by one team member to fix the style to one format.
 - Step 1: Complete rough draft based on paper specifications
 - Step 2: Submit rough draft a week before rough draft due date to mentor for review
 - Step 3: Edit and revise rough draft based on mentor specifications. Submit completed rough draft
 - Step 4: Edit and revise final draft based on rough draft grading. Submit final draft.

Team Self Review:

Internal self reviews will be conducted when applicable and discussed during team meetings. Self reviews will consist of three discussion topics, each member will discuss each topic in order and will be critiqued based on accuracy:

- What did I do well?
- What did I do poorly?
- What can I do better?
- Was I timely?
- Was I professional?
- Did I ask for help when I needed it?