

# **Team Standards**

**Team ZAM**

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**Mentor: Daniel Kramer**

**Team Members: David Knight, Akiel Aries, Cody  
Beck, Nathan Chan**



## **1. Introduction**

The purpose of this document is to lay out the standards that this team will abide by for the duration of its operation. It will provide the following: a list of the team members and their prospective roles, team meeting expectations, a list of the tools and standards the team will use to develop software, along with when and how the team will conduct internal reviews.

## 2. Team Members and Roles:

This team consists of four team members: Cody Beck, David Knight, Nathan Chan, and Akiel Aries. The members of this team each will take on multiple roles as part of their responsibilities to this project. Listed below are the roles that each member will fulfill, along with responsibilities associated with these roles.

### David Knight:

- **Team Leader:** As the team leader, David will coordinate tasks and assignments. He will ensure that work is progressing at the appropriate pace, and that work is completed and turned in on time. He will help to mediate disagreements within the group, and will also run all team meetings.
- **Customer Communicator:** As the customer communicator, David will be responsible for informing the customer of any pertinent news, including major setbacks, major breakthroughs, any need for clarification on requirements, or to schedule meetings with the client. Although David will be the main point person for communicating with the client, each member of the team has access to the Zeek Slack channel, and can communicate with the client if the need should arise.
- **Coder:** All members of the group will participate in the coding of the project. The segments we assign will be based on our strength as programmers as best as possible, but everyone is expected to put in the same amount of effort and work.

### Akiel Aries:

- **Release Manager:** As release manager, Akiel will work to implement our CI/CD pipeline in GitHub. He will also manage versioning, branching, commit logs, and any build tools the team uses. He will act as the point person for any team member should they have issues getting their code committed, merged, built, or tested. Additionally, Akiel will have final say over any large merge conflicts within this project.
- **Coder:** All members of the group will participate in the coding of the project. The segments we assign will be based on our strength as programmers as best as possible, but everyone is expected to put in the same amount of effort and work.

### Cody Beck:

- **Architect:** As the architect, Cody will be responsible for ensuring that the team sticks to the decisions it makes during the design phase of the project. He will make sure that any code implemented correctly follows the designs laid out by the team. He will have final say over any large design arguments.
- **Coder:** All members of the group will participate in the coding of the project. The segments we assign will be based on our strength as programmers as best as possible, but everyone is expected to put in the same amount of effort and work.

**Nathan Chan:**

- **Recorder:** As the recorder, it will be Nathan's job to record meeting minutes when the team meets. He will also be responsible for updating the team task report as new items need to be added to it, and as tasks get completed by the team. Nathan's notes will serve as the one true record of what each team member commits to doing for the project. Should any discrepancies arise, the team will follow what Nathan has recorded in his notes.
- **Coder:** All members of the group will participate in the coding of the project. The segments we assign will be based on our strength as programmers as best as possible, but everyone is expected to put in the same amount of effort and work.

**3. Team Meetings:**

This team will meet regularly throughout the duration of the project. These meetings will serve as progress updates, opportunities for coordination, self-reflection, and task assignment. The team meetings will be governed by the rules laid out below.

**Meeting Times:**

In addition to the weekly meeting scheduled with the Capstone mentor Daniel, which will occur on Mondays at 2:30 PM, and the weekly meeting scheduled with the client Tim, which will occur on Mondays at 10:30 AM, the team will have a members only meeting on Mondays at 11:30 AM. Should a member of the team deem that an impromptu meeting is necessary, they will communicate with the other team members via Discord, and find a time to meet.

**Agenda Structure:**

The team meeting will begin with a two minute report from each team member. These reports will note any progress that the team member has made, along with any roadblocks they may have encountered. After each member shares their progress, the team will collectively visit the team task report in the shared Google Drive to update the task report. While updating the task report, the team leader may assign any new work that needs to be completed. After the team updates the task report, the floor will be open for any team member to speak. Once all team members are satisfied, the team meeting will adjourn.

**Minutes:**

The team meeting minutes will be recorded in the style of the team meeting minutes from CS386. These minutes will include the date of the meeting, the team members present, the team agenda, and notes on what each member has contributed. These notes will be shared with the team through the shared Google Drive.

**Decision-Making Process:**

When the team must make a decision, a vote will be taken, and the team will go with the majority. As this is a four person team, it is likely that votes will split 50-50. In such a situation, the tiebreaker will be the individual who the team leader deems has the most experience and knowledge in a situation, usually the person who fulfills a given role on the team. For general decisions, such as deliverables and documents, the team leader will serve as the tiebreaker.

### **Attendance:**

Team members will be expected to attend any and all meetings. If a team member cannot make a meeting, they must notify the team of their absence at least 12 hours in advance. If a team member cannot attend an in-person meeting because of illness, the team leader can decide to hold the meeting in a virtual format to accommodate the ill team member. If a team member has 2 absences in which they fail to properly notify the team, the team will take formal action to discipline the team member.

### **Conduct:**

As this team is sponsored by Zeek, all team members are expected to uphold the Zeek community's [code of conduct](#). In cases where the Zeek code of conduct does not apply, the team will abide by these standards:

- **Underperforming Team Member:** Should a team member be deemed underperforming by the team, they will first provide the team member with a written notification over email. Should the performance of the team member not change, the team may set aside time during a team meeting to talk to said member about their performance. If still the underperforming member does not improve, the team will then go to the Capstone faculty member and Capstone mentor to initiate formal disciplinary action.
- **Divided Team:** Should the team become divided in two, the team will first schedule a meeting outside of the normal team meeting time. Both the Capstone mentor and faculty member will be invited to join the meeting. During this meeting, each side will lay out their issues, and the team will work to resolve these issues.

## **4. Tools and Documents:**

### **Version Control and Programming Conventions:**

The team will work out of the GitHub repository provided by the client. The team will abide by the contribution guidelines laid out in the [Zeek Wiki](#). Additionally, team members will abide by all programming conventions laid out in said Wiki. In situations where the Wiki does not specify coding standards, such as when programming in Python, the team will abide by

standard conventions. So, when programming in Python, for instance, the team will abide by the PEP8 style guide.

### **Issue Tracking:**

When it comes to assigning programming work, tracking programming progress, and resolving programming problems, the team will use GitHub's integrated issue tracker.

### **Word Processing and Presentation:**

The team will use the Google Suite (Google Docs, Google Slides, etc.) to prepare documents and presentations. All materials will be shared between all team members using the teams shared Google Drive. If deliverables need something more that cannot be provided using the Google Suite, the team will use the Adobe Suite provided by NAU.

### **Composition and Review:**

For larger documents, the team may need to divide and conquer. To ensure that there are no inconsistencies within larger documents, the team leader may decide to designate a lead editor for such instances. The team leader must rotate who will be the lead editor from assignment to assignment, unless a team member would like to volunteer to be lead editor. The lead editor may have a lightened workload, but will not be excused from making original contributions to said document. The team members must have the initial draft of their sections of a document prepared for review by the lead editor at least 24 hours prior to the assignment deadline. From there, it will be the lead editors responsibility to make edits to ensure that the document does not contain any logical inconsistencies. When the lead editor is finished, they will notify the team for the entire team to review.

## **5. Team Self Review:**

During the second team meeting of every month, the team will have an additional responsibility during the meeting. At the end of the meeting, each team member will be responsible for presenting a self-assessment. After a team member presents their self-assessment, the team will have the opportunity to comment on their assessment, and provide constructive feedback. Additionally, the team leader will provide an assessment of how the team is operating as a whole.