

Team Standards

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CRAFT (Ceramic Recording Automation and Classification Team)

**Project Sponsor:
Dr. Leszek Pawlowicz**

**Faculty Mentor:
Vahid Nikoonejad Fard**

**Team Members:
Kimberly Allison
Aadarsha Bastola
Alan Hakala
Beatriz Ortega
Nicholas Wiley**

Introduction

This document details the protocol and team roles that will be used to structure our team and the tools that will be used to build our capstone project. To ensure efficient division of labor and use of all team members, roles have been created that should distribute the project's work equally among the team members. The document will also detail the tools this team will use to develop the capstone project to keep work across team members consistent and avoid potential future issues with technology conflicts.

Team Members and Roles

- **Team Leader:** Kimberly Allison
 - This team member will handle all communications with our client and mentor. They will also coordinate task assignments and ensure work is progressing, run meetings, and make initial efforts to resolve conflict.
- **Recorder:** Alan Hakala
 - This team member will maintain detailed meeting minutes.
- **Architect:** Aadarsha Bastola
 - This team member is primarily responsible for the core architectural decisions.
- **Release manager:** Nicholas Wiley
 - This team member will be responsible for versioning and branching.
- **Quality Assurance:** Alan Hakala
 - This team member will make sure documents are reviewed and edited. They will also ensure code and work are functional as well.
- **Coder:** These team members are responsible for producing code.
 - **Front End:** Aadarsha Bastola
 - **Back End:** Nick Wiley

Team Meeting Guidelines

- **Meeting Times/Attendance:** For group meetings, each team member will be in the agreed upon meeting room (physical room, zoom, etc.) at or before the previously arranged time.
 - This includes:
 - Weekly team meetings (each Thursday: 11:00 A.M. – 12:00 P.M)
 - Weekly mentor meetings (each Tuesday: 3:30 P.M. – 4:00 P.M.)
 - Class meetings/presentations
 - An additional, mandatory two-hour meeting will be scheduled for presentation practice prior to each group presentation.
 - Sponsor meetings
 - Any additional team meetings
 - All meetings without a standing weekly meeting time will be agreed upon by each group member at the weekly team meeting.

- **Agenda Structure:** All meetings begin with a two-minute update from team members regarding any activity from the past week. During the meeting, the group will go over the task report, and expectations will be discussed for the following week. The last five minutes will reflect what was discussed in the meeting.
- **Task Assignments:** Each team member will complete delegated tasks by set deadlines.
 - Tasks will be assigned and agreed upon by each team member at the weekly group meeting.
 - Adjustments concerning workload or deadlines may be adjusted at the time of assignment but are considered FIRM after the weekly team meeting has ended.
- **Minutes:** Minutes will be recorded by the designated team recorder. The recorder will distribute the minutes document to the team on Discord and a shared OneDrive folder.
- **Decision-Making Process:** For all team decisions a simple majority vote is needed.
- **Conduct:** Every member must act respectfully towards all others. If a member is not participating an intervention will be held by the rest of the team. If a personal dispute occurs between two team members that interferes with the project, the rest will discuss a solution with them.

Tools and Document Standards

- **Version Control:** The team will use GitHub to manage our project.
 - Each team member is expected to fork the repository.
 - Pull requests must be reviewed by at least one other team member before merging.
 - Professionalism is expected for all code documentation.
- **Issue Tracking:** GitHub Issues will be used to track issues.
- **Word Processing and Presentation:** The Microsoft Office Suite of programs will be used for all word processing and presentation needs. Photoshop will be used for any graphical design needs as they arise.
- **Composition and Review:** Document deliverables that are large will be broken down into parts and assigned to individual team members. It will then be compiled in a meeting in a single document, from there the document will be reviewed by the team lead by the Quality Assurance.

Team Self Review:

During the first meeting of each month, the group will conduct a self-review. Each team member will discuss their activity and performance during the previous month. Time will be allocated at the end of the meeting for general feedback.