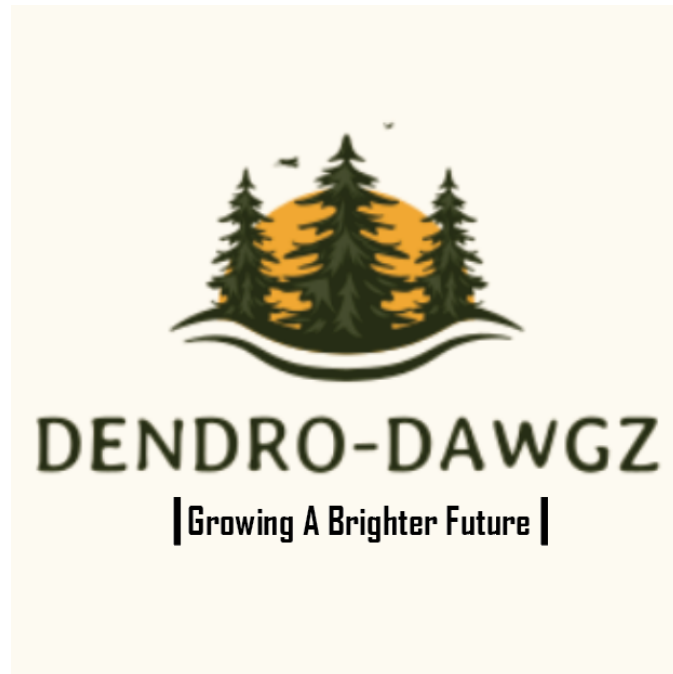


© Team Standards ☞

September 18, 2023



- Team Members -

Nile Roth

Niklas Kariniemi

Zachariah Derrick

Asa Henry

- Sponsored by -

Prof. Andrew Richardson, SICCS/ECOSS

Prof. Mariah Carbone, ECOSS

Prof. George Kock, ECOSS

Austin Simonpietri, ECOSS

- Team Mentor -

Italo Santos

In this document we will first introduce our team members as well as the tasks divided among us. Next, you will find our standards and expectations. This includes how we want our meetings to play out, code and documentation standards, as well as the tools we plan to use to implement our software. Lastly, we discuss the regularity and expectations of team self reviews.

Team Members and Roles:



Zachariah Derrick

I am a member of the Honors College here at NAU, currently in my final year pursuing a Bachelor's degree in Computer Science. I have 2 years of Software Engineering industry experience through an internship with Amazon and a co-op with State-Farm, and I am passionate about writing software that impacts our world and the people in it. I am our team leader and customer communicator, which entails the responsibility of ensuring work and meeting progress, coordinating client meetings, and initializing conflict resolution.



Nile Roth

I am currently a senior in BS Computer Science with a cumulative GPA of 3.7. My range of field knowledge and experience has grown exponentially this past year. I am strongest in the C language and enjoy writing and analyzing back-end code. I hope to one day find a job that allows me to apply my computer science expertise towards an environmental related issue or topic. My main roles in this group are architect, release manager, and coder. This implies making sure we maintain a clean and well-organized version control center. I am also in charge of assuring branches, commits and version releases are up to date, have high readability and high accuracy. I also have the responsibility in ensuring the commitment to the architectural decisions implemented. Along with these roles I am also the deliverable editor, and submitter.



Asa Henry

I am a senior Bachelor of Science in NAU's Computer Science program. As a backend developer, I will help construct and write code to interact with the TOMST device and save the data on the user's device; in addition, helping the frontend developers to give the user access to the backend. I am also responsible for helping with release management: ensuring code structure is consistent and maintains a high degree of readability. This will also involve ensuring commits go through the required process to be put to production, and that the issue tracker is used effectively.



Niklas Kariniemi

I am currently a senior at NAU pursuing a degree in Computer Science. I have experience creating websites, Google AppScripts, and other software products for a company called Zigmens. My skills vary from website development to backend development. I am passionate about learning new technologies within the computer science field. I am our team's recorder, which means I am in charge of keeping detailed minutes on our meetings.

Team Meeting Expectations

Meeting Times

Our weekly meetings are held on Mondays at 5:20pm. Each meeting is planned to have a duration of around two hours. The first hour will be with our team mentor Italo Santos to ensure that our progress is accurate and on a good pace towards success. We will then part from our mentor meeting to plan and discuss the week's agenda.

Agenda Structure

Our meetings will begin with an update report from each member on what they have accomplished and/or what they're struggling with/blocked by. Proceeding this, we will discuss what needs to be done for the week and report it in our Task Tracker excel sheet, also making sure it is up to date. Starting to implement is our next step, prioritizing tasks that involve collaboration. We plan to use scrum and agile practices when we move towards the implementation phase of the project.

Minutes

Our recorder, Niklas Kariniemi, is responsible for updating our meeting minutes document every week. This involves recording the meeting date, start time, end time, and total time.

Decision-Making Process

In the case of a disagreement we follow the standard of “majority rules”. If a split decision occurs, a deeper discussion will take place in an attempt to compromise. If no compromise is reached, a third idea must be created amongst the whole group.

Attendance & Conduct

Violations to consider

- A team member has been over 10 minutes late to a meeting more than once.
- A team member has a constant repetition of any degree of tardiness.
- A team member completely misses a meeting without warning.
 - Reason for missing a meeting must be deemed valid by all 3 other group members.
 - If a member is not able to attend a meeting in person, they should join via zoom and participate accordingly.
- A team member is not productive and/or cooperative during meetings.
- A team member is not completing his duties preceding the agreed completion date.

Consideration entails a process in attempt of problem resolution. The process starts with a warning towards the violator. If violations proceed following the warning without valid reasons, the *innocent three* must take a majority vote to endure the “*Formal policy and process for dealing with non-performing team members*”.

Tools and Documents

- 1. Version Control:** The project source code will be housed in a GitHub repository. Using a GitHub repository allows the team to seamlessly share code amongst the members. In addition, GitHub's branches feature will be heavily relied upon to isolate new implementation, fixes, and improvements before changes make their way to production. The production branch will be named "main", and will have branch protection rules. It can only be merged into by a pull request from the previous branch "testing". The branch "testing" will also be protected in a similar manner, requiring each new code addition to pass a pull request and single review from a separate development branch. All team members will be made collaborators/admins, and given 'force push' rights in case of urgent situations.
- 2. Programming conventions:** An exhaustive description of programming conventions/code style and structure the team will follow can be found here: <https://github.com/DendroDoggie/dendro-doggie/blob/main/CONTRIBUTING.md#documentation-and-style-guide>
- 3. Issue Tracking:** Issues will be tracked using GitHub's builtin issue tracker, through the 'project' tab on the repository. It will be in Kanban style with the following columns: To do, In progress, Done. Each issue that is 'in progress' will include the assignee(s), and a best effort will be made to assign 'to do' issues as well - when applicable.
- 4. Word Processing and Presentation:** To form documents and presentations the team has agreed to make use of Google's suite of software
- 5. Composition and Review:** We will split each large document evenly amongst the team members. Nile will be our lead editor, in charge of making sure each component fits nicely together and removing grammatical errors. Nile also has the responsibility of submitting the edited deliverables before the agreed deadline.

Team Self Review

On every 3rd meeting (starting week 6) we will have a peer-review type discussion to analyze the performance of each member. This discussion will be similar to the update report in our agenda structure, except that it will focus only on the deliverance of responsibilities. Actual deliverables from each member will be examined by the whole team. Member feedback is highly encouraged in these discussions, and honesty is essential.