Diverse Makers

Team Standards

2-9-2024

Project Sponsor: Dr. Jared Duval

Faculty Member: Michael Leverington

Team members:
Daniel Minichetti (Team Lead)

Kane Davidson

Eduardo De La Rosa

Elleana Negrelli

Aaron Ramirez

Overview

The purpose of this document is to outline the shared expectations of the Diverse Makers

team. This includes standards such as the individual roles and responsibilities of team members, meeting expectations, tools and document standards and peer evaluations.

Introduction

- This document will provide the foundation and outline for our Team Standards, providing clear boundaries and expectations as we progress in our project. This document will contain pages giving more information on each individual's role in the team, how meetings will be conducted, communication protocols that will be used, and disciplinary actions in the event of misconduct within the team.

Team Members and Roles

Coder - All Team Members

Responsibilities

- Writing code to contribute to the project's code base.
- Uphold coding standards set by the team to ensure readability and functionality
- Communicate with team members when pushing code.

Team Leader - Daniel Minichetti

Responsibilities

- Will coordinate with the team to assign tasks and ensure the work assigned is progressing.
- Set up meetings with team members, clients, and Capstone mentor and faculty.
- Make initial efforts to resolve conflicts or situations within the team.

Architect - Kane Davidson

Responsibilities

- Ensures that the core architectural decisions are followed throughout development.
- Creates a roadmap for upcoming milestones throughout development.

Recorder - Elleana Negrelli

Responsibilities

- Records key points from meetings with team, mentor, sponsor, etc.
- Writes up reports summarizing each meeting.

Customer Communicator - Aaron Ramirez

Responsibilities

- Will communicate directly with the sponsor and act as the point of contact for the team.

Release Manager - Eduardo De La Rosa

Responsibilities

- Will ensure the code base is consistently reviewed, and modified for accuracy and readability, and any pull requests committed to the GitHub repository are accepted.
- Coordinate project versioning and branching to ensure the code base meets quality standards.

Team Meeting Expectations

Meeting times: The following meeting times outline set times all members will commit to.

- *Team meetings*: The team will meet tentatively every Friday after class, from 3:35 pm to 4:00 pm, in the Engineering building room 243.
- *Mentor meetings*: The team will meet with the mentor every Tuesday, from 10:30 am to 11:00 am, in the School of Informatics, Computing, and Cyber Systems (SICCS) Building.
- *Client meetings*: The team will meet with the client accordingly to gather more information as the project progresses.
- *Impromptu meetings*: Will be held on Discord virtually through a voice call in the appropriate Discord channel.
- *Changing meetings*: All changing meeting dates and times will require a unanimous vote by the entire group to accommodate the situation.

Agenda structure: We will begin each meeting with a roundtable discussion that allows each team member to discuss any current updates that occurred that week. Then, we will discuss the topics and assigned tasks at hand for the upcoming week.

- **Decision-Making Process**:
  - When it comes to making decisions, we will first discuss as a team a solution to the conflict and state how the issue can be fixed or resolved accordingly.
  - In order to move forward on an issue, a ⅔ majority rule will be implemented.
- **Minutes**: Meeting minutes will be distributed on Discord as pinned messages by the recorder at the end of each team, mentor, and client meeting.
- **Attendance**:
  - All team members will be required and expected to attend mentor, client, and team meetings at their scheduled dates and times.
  - If a team member is not able to attend a meeting, they will be required to give a notice beforehand through a message on Discord, no formal reason has to be given.
  - Once a team member is absent for 3 meetings without notice, they will be issued a formal warning by the other members. If the behavior continues, the CS capstone advisor will get involved.
- **Conduct**:
  - It is expected of all team members to be respectful of one another and participate throughout meetings.
  - If there are any interpersonal disputes, we will have a formal discussion of what is wrong, and do our best to resolve any issues in a respectful manner.
  - If any issues persist, we will involve the CS Capstone advisor.

Tools and Document Standards

Version Control: We will use Github as our version control system to manage the development of our codebase. Team members will oblige by the following conduct while using the repository:

- Any code or commits in progress should be properly documented in commit messages and should thoroughly explain what the code is either doing, changing, or adding.
- All new code should be pushed frequently but communicated with the group beforehand.
- For bug fixes, in-progress features, and pull requests, branches should be created for team review and merging.

Word Processing and Presentation: We will use Google Workspace in order to create most of our documents and deliverables throughout our project. We will manage our collaborative documents and presentations via shared Google Docs, Google Slides, and Google Sheets.

Composition and Review*:* To ensure document deliverable standards, we plan to involve a lead editor, create proper deadlines for formatting, and have a quality assurance check before any final version of a document is submitted.

- *Lead Editors:* For document deliverables, a lead editor from any member of the group will be assigned and responsible for creating the initial document and building the initial formatting and framework for it.
- *Deadlines:* In order for the team to effectively meet deadlines listed on the course website, we will make it a priority to draft sections of the current document being worked on at least 1-2 days before the formal due date, so that the lead editor of the document can ensure it is correctly formatted before additional work is done on it.

Team Self Review

Although Capstone offers regular peer evaluations in class, internal reviews within the team are integral to understanding what individual members are doing well and what needs to be improved.

- *Self-assessments*: will be required monthly, and will consist of a few reflection paragraphs posted as a thread on a Discord channel where others can comment.
- *Discussion:* During team meetings, each member of the group will have the chance to share their self-assessment with the group. This will be an open, non-judgemental discussion where teammates can provide additional feedback.
- *Purpose*: internal self-reviews are important to promote transparency, and constructive communication among team members. They allow individuals to better understand their strengths and weaknesses in the group as well as where improvements can be made.