Team Standards

February 3, 2024

FloodBusters

Sponsored By: Dr. Eck Doerry

Mentor: Vahid Nikoonejad Fard

**Members: Dylan Anderson, Jennie Butch, Noah Gooby
Nathan Hill, Jade Meskill**

Introduction

This document will establish the standards that our capstone team, FloodBusters, will adhere to throughout the lifespan of our project. In particular, this document will cover our team members and their respective roles, expectations regarding participation and conduct, and some vital tools and documentation standards that we will utilize.

Team Members and Roles

Jennie Butch: Team Leader, Coder
- Responsible for leading team meetings, ensuring team members are achieving their deadlines, and scheduling meetings. This role will also be responsible for the team's communication outside the team itself.
- Responsible for writing code for the project.

Noah Gooby: Customer Communicator, Coder
- Responsible for working alongside Jennie Butch concerning communication between the client and the team.
- Responsible for writing code for the project.

Jade Meskill: Recorder, Coder
- Responsible for taking detailed notes during meetings and uploading them to Google Drive.
- Responsible for writing code for the project.

Nathan Hill: Architect, Coder
- Responsible for ensuring that the code execution matches the planned architecture.
- Responsible for writing code for the project.

Dylan Anderson: Release Manager, Coder
- Responsible for project versioning, reviewing commit logs, and ensuring that build tools generate correctly and quickly.
- Responsible for writing code for the project.

Team Expectations

Meeting Times
- **Team meetings** will be held on Fridays from 4 pm to 5 pm in room 224 of the Engineering building. Discord will be used for any supplemental team meetings.
- **Mentor meetings** will be held on Tuesdays from 4 pm to 4:30 pm in the sitting area on the second floor of the School of Informatics, Computing and Cyber Systems (SICCS) building.
- **Client meetings** will be held on Tuesdays from 4:30 pm to 5:30 pm in the conference room of the School of Informatics, Computing and Cyber Systems (SICCS) building.
- **Impromptu meetings** will be held through Discord using the voice and text channels.
- **Changing or alternating meeting** dates will require a majority rule depending on the situation.

Agenda Structure
- At the beginning of each meeting, the team will first discuss where each member is making progress or struggling with their assigned task. This way if a team member needs help we can provide resources that they need to improve their task efforts. Continuing on the agenda structure would be what is currently happening with the team like what is in motion currently and what needs to be done for it. Lastly, it will contain what lies ahead for the team in the coming weeks and months. So the team will not expect any surprises whenever they see the agenda for the current week or even for the next week.

Minutes
- The team will be recording minutes in a Google Document which will be shared into the Google Drive after each meeting. This will hold a summary of the meeting and will record the time and date of when the meeting occurred.

Decision-Making Process
- For the decision-making process, the team has decided to follow the ⅗ majority votes when it comes to decision-making. If we cannot make ⅗ majority vote, we will bring the discussion up to our mentor to seek guidance on the decision and come to a final vote.

Attendance
- **Team meetings** are <u>expected for all team members to attend</u>.
- **Mentor meetings** are <u>expected for all team members to attend</u>.
- **Client meetings** are <u>expected for all team members to attend</u>.
- **Inter-team meetings** are <u>optional</u> but members are encouraged to get into contact with one another at least once a week.

- If a member runs late or will not be able to attend the meeting, a valid reason must be provided to the team leader, Jennie about the situation at hand. With that being said, it must be known at least three hours in advance about that team member's absence.
- If a team member does not provide a valid reason the following will happen:
    - 1st Time: Verbal warning to the team member.
    - 2nd Time: Sit down with the team leader, Jennie for further discussion.
    - 3+ Time: An email will be sent to the team's mentor and Capstone course professor to discuss further actions.

Conduct

- Be respectful and supportive of team members and review information that has been recorded throughout the project.
- Ensuring that minutes are being recorded by the recorder, Jade, whenever a meeting takes place to guarantee that information is being communicated not only in person but also on paper.
- Any conflicts within the team will be discussed with one another professionally and respectfully. If the conflict cannot be resolved as a whole team and continues to be persistent, we will then contact our mentor to help resolve the problem.
- If a team member decides to make a change without the team's consent or acquired majority vote, a team discussion must be held to identify why the following changes were made without approval from the team.

Tools and Document Standards

Version Control

- We will use a GitHub repository owned by our collective GitHub organization to manage version control in our project. We also plan to utilize a second, separate repository for our team website. All work will be performed on individual branches and must receive at least two approvals (one coming from the release manager) before being accepted to the main branch.

Issue Tracking

- We will also use GitHub for our issue-tracking requirements. Issues must have a clear title, description, and tag, as well as at least one assigned member. Issues should be closed directly through pull requests.

Word Processing and Presentation

- Our team will utilize the Google Suite (Drive, Docs, Sheets, etc.) for the majority of our technical documentation and presentations. Platforms like draw.io will also be used for the creation of any necessary diagrams. All of this documentation will be stored in a Shared Drive owned by the team.

Composition and Review

- For all project deliverables, sections will be assigned to each team member immediately after the deliverable is announced. All members should have their sections completed to form a comprehensive rough draft by Tuesday of the due date week. Our team leader, Jennie, will be required to review and approve all deliverables, as well as ensure consistent format and styling. Furthermore, Noah and Jade will rotate between deliverables and serve as supplemental editors and reviewers.

Team Self Review

Biweekly Report

- Biweekly reports will be presented in a verbal, "stand-up" fashion and should be kept relatively short and to the point. The biweekly reports will consist of five main talking points listed below. The sixth point, "Any other important updates," is optional. Once all team members have had a chance to present, any issues can then be addressed and/or revisited.

Biweekly Report Structure:

- **Current Tasks**
  - State what tasks you are currently working on.
- **Progress/Updates**
  - State where you are at on the task/s such as "I got ABC done and I still have XYZ left." Try to avoid phrases like "I'm 75% done."
- **Issues/Roadblocks/Successes**
  - State any unforeseen issues or key learning points that may be valuable to the team.
- **Timeline Updates**
  - Give an update on estimated time such as "Still on schedule to be completed by Friday" or "Based on current progress, I am now estimating this will take an additional day to complete."
- **Need for additional resources**

- ○ Bring up the need for additional personnel (help from other team members) or tools, software, research, etc.
- **Any other important updates (optional)**
  - ○ This part is optional and can be used to give any other information or comments not covered in the above sections.