Team Standards

09-19-23

Team
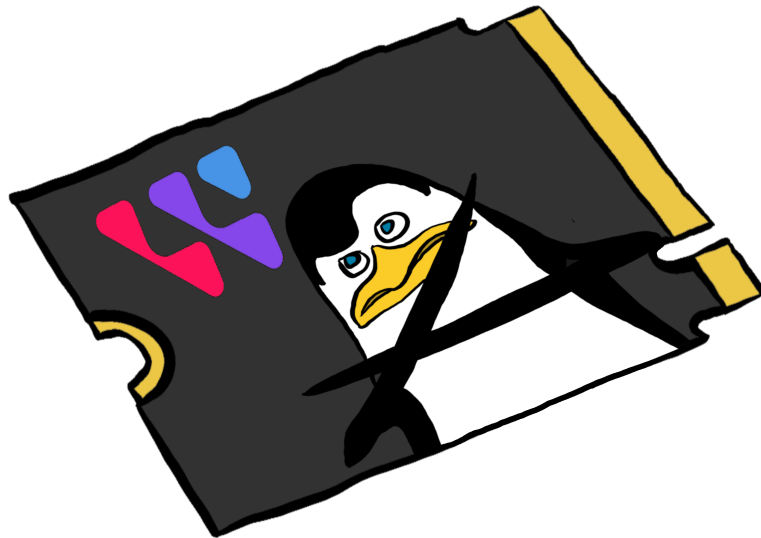Kowalski

Sponser
Western Digital

Team mentor

Saisri Muttineni

Team Members
Erick Salazar, Bailey McCauslin, Jake Borneman, Nick Wiltshire

Introduction

Any functional software team has set team standards to make sure there are no conflicts in the future. In this document we will be setting standards that all team members on this project need to follow to ensure we develop the best project possible.

Team members and roles

- General Roles:
    - Coder : Creates code intended for the client's request.
    - Architect: Rajpal (WDC Client)
    - Team Leader: Coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts.
    - Customer Communicator: Main communicator with the client, expresses team's needs, accomplishments, etc.
    - Recorder: Records meeting minutes and attendance.
    - Quality Assurance: Looks through the code and product to ensure it is the best it can be.
    - Tester: Test newly added features/fixes.
    - Releaser Manager: Verifies peer reviews, pull requests, and code quality.

- Dedicated Roles
    - Bailey: Coder/Architect
    - Jake: Team Leader / Customer Communicator/ Coder
    - Nick: Coder/Recorder
    - Erick: Coder/Recorder/Release Manager
- Quality Assurance will be in groups of two based on adjacency/similarity between work
- Tester to be determined, needs will change.

Team meetings expectations
- Meeting Times:
    - Client Meeting: Monday, Thursday (Undetermined)
    - Mentor Meeting: Thursdays 12:15PM - 1:15PM
    - Team Meeting: Thursday after Client meeting

- Agenda structure:
    - Start
        - If running late/when applicable, wait 10 minutes to start meeting
        - Start recording minutes / attendance
    - Updates
        - Progression of role (per member)
            - Self-Review/Feedback
        - Questions/Help Requests/Occured Problems
    - Next Steps (Reference Task Sheet)

- ■ Update task sheet and calendar
  - ○ End
    - ■ Summarize Key Topics
    - ■ End recording minutes / attendance and update document

- ● Minutes: Nick/Erick record minutes. Records any updates, todo list, and improvements/new ideas.

- ● Decision making: Democratically

- ● Attendance: Everyone expected to attend unless a member has a valid reason to miss and already discussed with the team.
  - ○ Late person: Must inform team of late/absence prior to the day of meeting

- ● Conduct: Everyone acts professionally.

- ● Late: 10 minutes allowed without a heads up.

- ● Meeting timeframe: 1 to 2 hours

Tools and Documentation standards
- ● Project Development Tools:
  - ○ VsCode (IDE)
  - ○ Linux based VM (Ubuntu based)
  - ○ Git/Github (Version Control)
  - ○ eBPF (Required)
  - ○ ivToolsKit (Required)
  - ○ ioVisor (Required)
  - ○ Figma (To be confirmed)
  - ○ Discord (Communication)
  - ○ Microsoft Teams (Communication)
  - ○ AWS: Kibana, Open Search, Quick Sight (Cloud System)
  - ○ Google Drive (Documentation Sharing and Storage)

- ● Version Control: We will be using git as our version control for this project. We will have a branch per issue/feature. That is having specific branches to deal with ongoing issues or new features and once merged we will delete the branch to avoid stale branches. There will be a code formatter and linter that all code pushed to git must go through to make code consistent throughout the project. It is expected that each members' commit messages are short but descriptive for the work they have done. We will also have a gitignore file that will help us avoid committing unnecessary file/directories. Each pull request must be reviewed by two others in the team.

- Issue Tracking: Each issue will be put in the github with custom tags and an assignee. There will also be a project board on the github to help track the issues progress so everyone can see the status of a given issue as well as who is working on it. It's expected that every member actively changes the status of the issue as they progress.

- Word Processing and Presentation: Every text document will be done initially in google docs, stored in google drive, put into a .md file in a github documentation directory, and a pdf will be uploaded to the team website under the "documentation" section. We will work on presentations on google slides where each presentation will be stored in the presentation directory in the google drive. This enables everyone to work on the presentation simultaneously. For graphical design, we will be using Figma. It is such a powerful tool that gives us insight on how the graphical interface will look before working on it and all members can have access to it.

- Composition and Review: It is expected that every member of the team will review a document before it is submitted. This way we get several eyes on any spelling, format, and missing content errors. Each member must come to the consensus that each section is done professionally and covers all requirements. To make sure we are all on the same page with what is done in each section, we all must agree on the content of a section.

Team self review

Since part of meetings will require a self-review of each member's progress. A deep self-review would be performed on each team member once a month (at the end of each month). This will contain a more critical and detailed description of thoughts and concerns in regards to each individual member.
BE HONEST!!!
All self-reviews will be written on the same document, shared between the members.