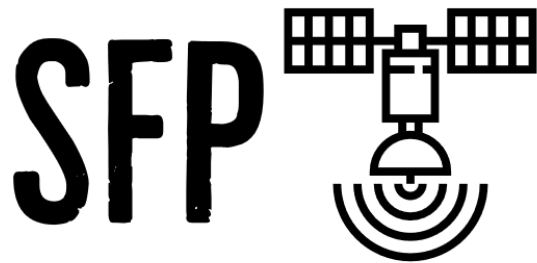


Team Satellite Fire Patrol

Team Standards
September 21, 2023



Team Members:

Zachary Hallemeyer, Aaron Santiago, and Nasya Valenzuela

Clients:

Benjamin Wiebe, Dr. Camille Gaillard, and Dr. Christopher Doughty

Mentor:

Saisri Muttineni

Overview

For a more effective work environment, the team has laid out a set of team standards that will guide our work through the year. This document was written and approved by the whole team and will be the reference for any conflict or decision within our group. The purpose is to outline the expectations for team members regarding roles, meetings and other key sections that will facilitate teamwork.

Team members and roles

This section introduces team members and a description of their roles within the team (these roles outline lead responsibilities, but each member should be involved in all aspects of the project).

- Team Leader: The team member that coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts.
 - Aaron
- Customer Communicator: The team member that coordinates and conducts customer communications.
 - Aaron
- Recorder: This team member maintains detailed meeting minutes.
 - Nasya
- Architect: This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.
 - Zach
- Release Manager: This team member coordinates project versioning and branching, reviews and cleans up commit logs for accuracy, readability, and understandability, and ensures that any build tools can quickly generate a working release.
 - Ricardo
- Coder: It is expected that everyone will have a role in producing code. If possible at this early stage, you might specify *what parts* of the coding (backend, front-end, node.js, MSP430 programming, etc.) that individuals will lead on.
 - Nasya - Frontend
 - Zach - Backend
 - Aaron - Floater
 - Ricardo - Floater

Team Meeting Expectations

This section outlines the team expectation in the work environment.

- Meeting Times:
 - Wednesdays 12-1pm in the SICCS or online (Meeting time is subject to change in the upcoming semester.)
 - Emergency Meetings on Discord.
- Agenda Structure:
 - Review of Current Week
 - Coordinating Assignment Work
 - Next Steps for next week
- Minutes:
 - Outline meeting agenda
 - Will also be taken during client meetings
- Decision-Making Process:
 - Allow room for debate
 - If a debate last over 10 minutes, one can call for a vote
 - 75% Majority Overrule
- Attendance:
 - Mentor Meeting: Email Mentor and Professor if you are not going to be able to make it. Required
 - Team Meetings: Required Attendance. Communicate emergencies. Appon team discussion, meetings can be held online.
 - Punishments:
 - With prior notice, a 15-min grace period is allowed for meetings
 - You will get written up for tardiness/missing meetings
 - It is important to always communicate with your team, mentor and professor.
- Conduct:
 - When there is any conflict, it is the responsibility of the whole team to resolve it. Discussions and debate is okay as long as every party is being respectful. Once a discussion leads to conflict, the team lead or another team member shall step in and act as a mediator. We aim to resolve all team conflicts within but if unable to, the team shall have a formal meeting with mentor or professor (whoever seems most appropriate for the conflict)
 - Rules of Conduct: Be courteous and respectful.
 - Punishments: time-out in corner, written apology

Tools and Document Standards

In this section, we outline the tools that will be used, expectations for how they will be used, and related processes.

- Communication:
 - Discord
 - Email
- Version Control:
 - GitHub
- Issue tracking:
 - GitHub
 - Members will work on separate Branches
- Word Processing and Presentation:
 - Google Drive
 - Canva
 - Draw.io
- Composition and Review:
 - Coordinate Code Reviews with at least one other member of the group before merging
 - 24 hours before the due date, the deliverable needs to be reviewed by the team or one other member of the group.

Team Self Review

Although we will have regular peer evaluations at the class level, generally associated with major deliverables, it is also important for the team to do its own internal "self reviews".

- Once a month, we shall dedicate meeting time to the teams "self review"
- Sketch up ideas and see what we can do better (ourselves and as a team)

This document can be edited with the approval of the whole team.