

Team Standard Document



Date: 09/30/2024

Team Name: Bee Balanced

Project Sponsor: Okim Kang

Team's Faculty Mentor: Scott Larocca

Team Members:
Meaghan Freund
Patricia Kaye Madrid
Javier Arribas Gonzalez
Gannon Rowlan

Introduction:

The purpose of this document is to outline the team standards and expectations for the BeeBalanced project. By clearly defining the roles, responsibilities, and communication protocols, this document ensures that all team members are aligned on how we will collaborate and contribute to the successful completion of the project. These standards will serve as a foundation for effective teamwork, helping us coordinate efforts, resolve conflicts, and maintain consistent progress throughout the development process.

Team members and roles:

- **Meaghan Freund**

Role: Team Leader, Customer Communicator and Coder.

Responsibilities: Coordinate task assignments, ensure project progress, manage meetings, and resolve conflicts when necessary. Meaghan will also contribute to the front-end and back-end development.

- **Patricia Kaye Madrid**

Role: Recorder and Coder.

Responsibilities: Maintain detailed meeting minutes, document decisions made during meetings, and ensure that all action items are clearly recorded and distributed to team members. Patricia will also contribute to the front-end and back-end development.

- **Javier Arribas González**

Role: Architect and Coder.

Responsibilities: Ensure architectural consistency in the project. Javier will also contribute to the front-end and back-end development.

- **Gannon Rowlan**

Role: Release Manager and Coder.

Responsibilities: Manage version control, coordinate project branches, review commit logs, and ensure that the project is always in a releasable state. Gannon will also contribute to the front-end and back-end development.

Team Meeting Expectations

- **Meeting Times:**
 - Our team meets with our faculty mentor, Scott Larocca, every Friday from 2:00 PM to 3:00 PM. Afterward, the team holds a group meeting from 3:00 PM to 4:00 PM.
 - We also have occasional meetings with the client on Wednesdays at 3:00 PM.
 - For additional collaboration, we schedule impromptu meetings through Discord as needed.

- **Agenda Structure:**
 - **Agenda for Mentor Meetings (2:00 PM – 3:00 PM)**
 - Welcome & Goals (5 min)
 - Outline meeting objectives.
 - Progress Updates (10 min)
 - Quick updates from each member on tasks and challenges.
 - Feedback & Guidance (20 min)
 - Discuss issues needing mentor input.
 - Client Feedback (5/10 min)
 - Review recent client comments
 - Next Steps (10/15 min) Summarize action items.
 - Summarize action items.
 - **Agenda for Team Meetings (3:00 PM – 4:00 PM)**
 - Welcome & Objectives (5 min)
 - Set meeting focus.
 - Member Updates (15 min)
 - Brief progress reports from each member.
 - Task Review & Assignments (20 min)
 - Review ongoing tasks and assign new ones.
 - Problem Solving (15 min)
 - Address challenges and assign solutions.
 - Next Steps (5 min)
 - Confirm action items and deadlines.

- **Minutes:**
 - Review what has been accomplished from the previous week
 - Discuss what needs to be done for the current week
 - Explain any details for deliverables/website
 - Communicate details to client
 - Assign roles
 - Create personal deadlines

- **Decision-Making Process:**
 - Split decisions will be made through a 3/4 majority vote. If a consensus cannot be reached, there will be more discussion or a compromise will be created.

- **Attendance:**
 - All members must be in attendance in-person. If there are any conflicts, meetings are rescheduled and/or moved to Discord.
 - Only tardies and/or absences with valid excuses are allowed. First two tardies/absences without communication will result in warnings from the team. The third one will be communicated with our Mentor for any further actions.

- **Conduct:**
 - For handling interpersonal disputes, divided teams, lack in participation, or changing designs:
 - A heads-up or a talk personally with the team member will be initiated
 - After a third occurrence of a repetitive issue, a formal meeting will be created about how these issues can be changed or avoided
 - After multiple discussions about an issue without change, the team will organize a discussion with the mentor, Scott.
 - When there is no change, a team discussion with Igor Steinmacher will be organized.

Tools and Document Standards

- **Version Control:**
 - GitHub will be our main mechanism to share/maintain/manage our codebase.
 - Commits must be approved by our Release Manager.
 - Forks with updated code must be communicated to the whole team.
- **Issue Tracking:**
 - Through GitHub, there is a built-in issue tracker, where issues can be assigned and labeled through the process.
 - In addition, we will use the weekly tracker through Google Sheets that is provided by the mentor. These will track the progress through the week to better monitor over small periods of time.
- **Word Processing and Presentation:**
 - For our project, we will use Google Docs for writing documents and Google Slides for presentations, making it easy for everyone to work together. We will use GitHub to manage and share our code. If needed, we might also use other tools to help with specific tasks and make sure our work is done well.
- **Composition and Review:**
 - Lead Editor: Two lead editors for the deliverables to ensure consistency and to avoid any mistakes.
 - Deadlines: Deliverables will be due 24 hours before a due date for the lead editors to look over and comment on.

Team Self Review

- Once per month, members will document a self review with a given template with the same questions, saved in the Google Drive.
 - “Things I’ve Done Well”
 - “Room for Improvement”
 - “Improvement Plan”
 - “Other Comments”
- During the review, each member will present their assessment, and the team will provide constructive feedback.