Team Standards

10/4/2024

Forest Frames

Sponsored by Dr. Camille Gaillard, Dr. Chris Doughty, Dr. Duan Biggs, and Dr. Jenna Keany

Mentor: Scott Larocca

Members: Dalton Tippings, Daniel Austin, and Nicholas Greco

Version 1.1

The Intro

This document is meant to outline the standards that the Forest Frames Team should follow as they conduct development on this project. The document will outline each member's roles and responsibilities when pertaining to the project. It then outlines the process and procedure for how team meetings will be done. Following this, the document will discuss the tools that will be used to develop the project along with how the development progress will be cataloged and gathered for presentation or documentation. Finally, this document will outline how self-evaluations will be conducted, both individually and with the group.

Team members and roles

- Team Roles
  - Team Leader: Dalton
    - Handles the general direction of the project, will lead most meetings and be the main point of contact for our clients and others.
  - Server Manager: Dalton
    - Primarily responsible for managing the server and decisions related to it, may be the primary coder for this aspect. Primary overseer of code modifications related to this.
  - App Manager: Daniel
    - Primarily responsible for managing the App and decisions related to it, may be the primary coder for this aspect. Primary overseer of code modifications related to this.
  - Database Manager: Nick
    - Responsible for managing the database and decisions related to it, may be the primary coder for this aspect. Primary overseer of code modifications related to this.
  - Recorder: Alternating bi-weekly
    - Primary note taker from meetings within the group, with the mentor, or with the client, they are responsible for organizing the notes and making summaries if necessary.
  - Other roles: As needed, when new responsibilities are needed to be handled, the group will decide who and how it will be managed when it is needed.

Team Meeting Expectations

- Meeting Times:
  - Tuesday from 1pm-4pm (General/Client Biweekly Meetup), Friday from 4-5pm (Mentor Weekly Meeting). Either online (Discord) or in person if needed for time sensitive actions
- Agenda Structure:
  - Each group member reports on the following:
    - Accomplishments / completed tasks

- - - - ■ Changes made or proposed
    - ■ Progress speed of task or project aspect
    - ■ What is progressing faster/slower than expected
    - ■ Possible/Current challenges
  - ○ Review last week's task report
  - ○ Discuss project's overall state and progress
  - ○ Technology Talk
    - ■ Currently in-use: issues or other mentions
    - ■ Possible use of new tech
  - ○ Other feedback/discussion with non-group meeting members
  - ○ Figure out next steps before next meeting and assign roles/tasks for each member
- ● Minutes:
  - ○ Minutes are taken by the recorder which are formatted such that:
    - ■ All present group members are listed
    - ■ The date, time, and location of the meeting are listed.
    - ■ There are four sections which will be covered in order:
      - ● Members' Reports
      - ● Group's Progress and Concerns
      - ● Overall Project's Progress and Concerns
      - ● Next Steps
    - ■ Any resources/links that will be used/referenced in the future are added to the bottom of the document.
- ● Decision-Making Process:
  - ○ Each member has an assigned area they are in charge of. If the decision is related to that area, said team member has final say (e.g. Database manager has final say on any formatting or design decisions for the database). If the decision regards multiple areas assigned to different people, or an area not assigned to anyone, the team lead has final say.
  - ○ If everyone except prior final decider disagree heavily, consult sibling group, and if same scenario in their group, consult mentor
- ● Attendance:
  - ○ Meetings can be missed if
    - ■ 1) Expected absence is reported ahead of time
    - ■ 2) Absentee sends all information needed for the meeting (Tasks done/in progress/difficulties, new ideas, etc.)
    - ■ 3) Read the notes/minutes of the meeting and weigh in on votes, new ideas
    - ■ 4) Will attend the next meeting
  - ○ Actions based on missing attendance (without ahead reporting):
    - ■ 1st-2nd Offense: Explanation from individual to group on why they were missing and discussion on how to prevent another instance like it
      - ● Can be directed just to team lead depending on the circumstance
    - ■ 3rd Offense: Direct issue to mentor for next approach
    - ■ 4th Offense: Direct issue to capstone facilitator for next approach

- ■ If repeated "ahead reporting" absences are **confirmed** of being abused, immediate raise to 3rd/4th offense
- ● Conduct:
  - ○ General: Golden Rule ("Treat others how you want to be treated")
  - ○ Actions based on poor conduct or poor performance:
    - ■ 1st Offense: Discussion between team lead and those involved, or group and team lead if lead is individual
      - ● Discuss instance and how to improve upon it going forward
      - ● Also possible for this to be a full group discussion depending on comfortability and situation
    - ■ 2nd Offense: Full group discussion
      - ● Possibly with mentor depending on seriousness of offense
    - ■ 3rd Offense: Contact capstone facilitator
      - ● If 2nd offense was not with mentor, consult with mentor before taking 3rd offense action
      - ● Discuss how to approach this further
  - ○ Actions/Measures may be revised in accordance to "Policy and Process for non-performing team members" document on course's Canvas page

Tools and Document Standards

- ● Version Control:
  - ○ Github: We will be using git as our main version control system.
- ● Issue tracking:
  - ○ Github: We will be using git as our main Issue tracking system.
- ● Word Processing and Presentation:
  - ○ Microsoft word/powerpoint or Google docs/slides, draw.io/Miro/Canva for graphical design, also this might be good www.plantuml.com
- ● Composition and Review:
  - ○ Use Google style guide for designs/documents https://developers.google.com/style

Team Self Review

Self Review will be completed in a google form once a review period.
Group Members will be asked to rate themselves based off of the following criteria:
- ● Timeliness:
  - ○ How they felt they were at submitting assignments and fulfilling responsibilities in a timely manner
- ● Quality
  - ○ How good they felt their work was during this review period. Was said group member rushing through assignments and not putting proper thought into the work? Did they put a lot of effort and time into their responsibilities this review period?

- Responsiveness
  - Was the group member responding to other group members, clients, and mentors in a timely manner? Were responses well thought out and answering the needs of the sender?