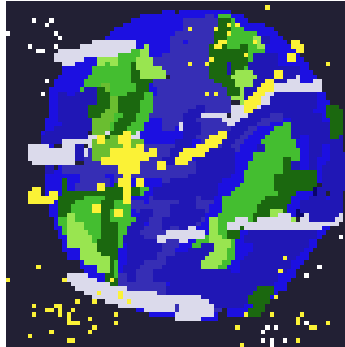


# Team Standards Document



**Date:** September 9th, 2024

**Team name:** HelloWorldByMe

**Sponsored By:** Kevin Daily

**Faculty Mentor:** Brian Donnelly

**Team Members:**

Elizabeth Knight

Joey Banaszak

Jessica Maldonado Olivas

Samantha Madderom

# Introduction

The purpose of this document is to establish clear guidelines and expectations for how our team will collaborate and function. This document will outline the roles and responsibilities of each team member, team meeting expectations, tools and document standards, and team self-reviews. By reviewing and standing by these guidelines, our team will aim to foster effective communication and accountability, and properly streamline our work to achieve project goals. This document serves as a reference and guidelines for all team members regarding the work we do.

## Team Members and Roles

### Team Leader - Elizabeth Knight

The team leader is responsible for the team reaching appropriate project goals within the deadlines, facilitating meetings, guiding fellow team members, and resolving any conflict(s) that come up. Elizabeth will be the main point of contact regarding any team-related activities or issues. Additionally, the team leader will ensure accountability is maintained throughout the project, and that the team is motivated and stays focused on the goals at hand.

### Customer Communicator - Elizabeth Knight

Managing the ongoing communication between the client and the team is the main responsibility of the customer communicator. Elizabeth will update the client on any progress, concerns, and feedback on the project. Communicating what the client shares through the channels of communication is also essential to this role. Keeping in touch with the client will not only ensure that the client's expectations are met but keeping the team's abilities and issues in mind will keep the client in the know about what to expect.

### Recorder - Samantha Madderom

The recorder is responsible for creating and maintaining records of the team, client, and mentor meetings. Samantha will make sure that the notes available are accurate, and will contain information about the decisions that are made, any issues or concerns that are brought up, and any main milestones that have been completed. Samantha will also share all the notes with the team on Google Drive immediately after the documents are complete.

### Architect - Joey Banaszak

Having an architectural guide on how the project is going to be developed and defined is essential in making sure that progress aligns with the client's expectations. Joey will be responsible for architectural decisions and how they are followed throughout the implementation process. Code reviews will happen consistently by Joey throughout the project to ensure that those architectural decisions are being followed through.

## Release Manager - **Jessica Maldonado**

The release manager is responsible for handling all the version control and the deployment process. Jessica will consistently go over the project versioning branching, ensuring project stability through commit logs. Jessica will also be making sure that the building tools (such as GitHub) can create and maintain a stable, working release of the project.

## Coder - **Elizabeth Knight, Samantha Madderom, Joey Banaszak, Jessica Maldonado**

All team members are required to contribute to the coding aspect of this project. Coders are expected to follow the team standards, collaborate with other team members if needed, and write clean, and maintainable code. All code is to be reviewed by the Architect and Release Manager when put into production or the project GitHub repository.

# Team Meeting Expectations

## Team Meetings

Mentor meetings will be held on Fridays from 11:30 am to 12:30 pm, either in person in the SICCS building, or over Zoom, if discussed beforehand. Client meetings are held on Mondays beginning at 5:30 pm over Zoom. Team meetings are to be held on Fridays at 5:30 pm on Discord. Impromptu meetings with the team will occur over Discord. If a meeting is to be **rescheduled** or **alternated**, majority rules apply.

## Agenda Structure

The structure of each team meeting will be as follows. All team members will participate in discussions about the project. Any technical challenges a team member may have will be brought up and addressed by the team. We will also discuss the next deliverable, and assign sections to individuals to complete.

## Minutes

Samantha will be taking notes for each meeting on Google Docs. These will be uploaded to the team's Google Drive following the meeting for reference. Each meeting minutes document will include the date and location, as well as the members present for the meeting. There will be a summary of what was discussed in the form of bullet points, as well as any action items listed at the bottom.

## Decision-Making Process

The team will make decisions based on a majority rule. Three out of the four members must agree before a decision can be made. If the vote results in a tie, the mentor will be consulted to break it.

## Attendance

All meetings are mandatory for all members to attend if they are able. If a member has to miss a meeting due to unforeseen circumstances, a reasonable cause is required, and a message saying they will miss the meeting must be put in the appropriate channel on Discord. If a member is going to be late to a meeting, they must notify the team in the appropriate Discord channel at least an hour ahead of time.

## Conduct

If there are any personal conflicts, they will be handled as follows:

- **1st Action:** The two parties should try to resolve the issue amongst themselves.
- **2nd Action:** The issue is to be discussed within the team.
- **3rd Action:** If no compromise is reached, the mentor and facilitator will be contacted.

Note that at all times, team members are expected to treat each other with respect and support each other. If a team member wants to make any major change to a deliverable, or the code base, a team discussion is needed to understand the reasoning behind the change.

# Tools and Document Standards

## Version control

For version control we will be using Github to share, maintain, and manage our codebase. When making any changes, members will fork the repository to make their changes and submit a pull request when proposing changes. Then having at least one member from the team review the code and then approve the request.

## Issue Tracking

Similarly, we will also be using github to track bugs and issues in our code. We will try to assign tasks to a member of the team to work on it within 48 hours of the issue being posted. Issues that cannot be resolved through a message will be discussed with the team at the next team meeting.

## Word Processing and Presentation

For word processing, minute keeping, and general use the team will use Google products, including: Docs, Slides, and Drive. The cloud sharing capabilities will be used to keep a complete inventory of the team's documents. Additionally the ability to have multiple editors working on a file at once simplifies collective actions on a document.

## Composition and review

When submitting larger documents or deliverables, especially those which we decide to divide the work amongst ourselves we will work to ensure the team has 12 - 24 hours to review and edit the document before submitting. Responsibilities will be assigned by team leader or by volunteering and can be reviewed in the team task report document. The team leader will also lay out the format of the document for the members to adhere to and will ultimately conduct the final review of the document before submitting for the team.

## Team Self-Review

Every 2 weeks, or every deliverable, the team will conduct a team self-review where performance is evaluated. The team self-review will be conducted as a group where any issues will be addressed and any improvements will be made based on the feedback given as a team. This meeting will provide the opportunity to refine the way the group work is going and define how it will go in the future. Any conduct issues may be discussed during these reviews as well.