

# Team Standards

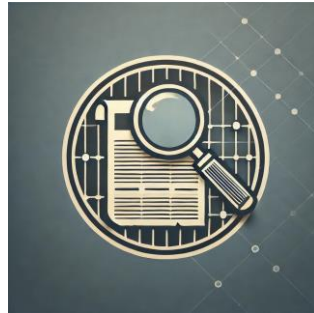
**Team:** INSIGHT

**Sponsor:** Mike Taylor

**Faculty Mentor:** Scott Larocca

**Team Members:**

Joshua VanderMeer, Michael Vertin,  
Aidan Hebert, Forrest Hartley



**Date:** 9/30/2024

**Overview:** This document serves as a Team Standards Manual for our project. The goal of this document is to outline the structure, roles, and expectations of this project. This will also serve as a guide for team meetings and decision-making processes to help the project stay on course. We aim to foster a cohesive and productive team environment by establishing these clear expectations and standards.

## **Team Members and Roles:**

- **Team Lead:** Joshua VanderMeer  
*Description: Guide the project in the right direction and deal with direct communication with faculty and the mentor.*
- **Customer Communicator:** Joshua VanderMeer  
*Description: Deal with all direct contact with the sponsor and the project's clients.*
- **Architect:** Forrest Hartley  
*Description: Take the lead on setting up and maintaining the general architecture of the code base, and project dependencies.*
- **Recorder:** Michael Vertin  
*Description: Record all meetings with the mentor and sponsor to help keep track of relevant information.*
- **Coder:** Everyone
  - Josh: Full stack Developer, Database design.
  - Michael: Backend Developer
  - Aidan: Backend Developer
  - Forrest: Backend Developer
- **Release Manager:** Aidan Hebert  
*Description: Ensures all code reviews and releases are on time and tasks are completed on time involving the code base.*

## Team Meeting Expectations:

- **Meeting Times:**
  - Group Meetings: Tuesdays at 6 pm in discord
  - Mentor Meetings: Wednesday 11 am in person
  - Additional group meetings will be scheduled as needed.
- **Agenda Structure:**
  - Start with everyone sharing their work for the week and what they might need extra support with.
  - Team Review (Reference Team Selve Review section)
  - Weekly topics.
  - Group work time.
  - Closing with plans for next week.
- **Minutes:** Michael Vertin will take notes to help keep a detailed record of meetings with the mentor and sponsor.
- **Decision-Making Process:** unanimous agreement or majority  $\frac{3}{4}$ . In the event of a 2:2 split, the issue will be delegated to the team lead or release manager for a final decision. If necessary, the designated lead/manager will facilitate a discussion to ensure all perspectives are considered, and a consensus is reached or a decision is made to move forward with the project.
- **Attendance:** If anyone is to miss a meeting coordinate with the team ahead of time to ensure they get all meeting information and their role in the meeting is covered. If missing meetings becomes a problem the team will discuss a solution to the problem.

## Tools and Document Standards:

- **Version Control:** Our team plans on maintaining a systemic approach to coding contributions to facilitate efficient and smooth progress. We as a team intend to use git and GitHub for version control. Team members will commit using their personal branch, and require review from at least one other team member before

the code is merged. Code should be committed and pulled regularly to avoid merge conflicts.

- **Issue Tracking:** Our team will use Trello to coordinate and track progress for assigned coding tasks and other generalized project tasks.
- **Word Processing and Presentation** - Our team has agreed to use Google Docs/slides for presentations and assigned documents. For illustrations, we plan to use draw.io for its collaborative features and ease of use with regard to diagram creation.
- **Composition and Review** - As a team, we plan on holding routine meetings to review deadlines and individual requirements. Our team leader will oversee assignments and keep team members on top of their individual tasks.

### **Team Self Review:**

- Biweekly Team Reviews: We as a team will spend ten minutes on team review and reflection.
  - Each team member will talk about their accomplishments and their struggles for the prior 2 week period.
  - Afterwards, as a team will discuss how each team member can be supported and if roles need to be swapped.
  - We as a team will fill out a short report on the team self-review to send to the mentor.

**Conclusion:** This Team Standards Manual is essential for ensuring that all team members are aligned and equipped to contribute effectively to the project. Adhering to the standards outlined above will promote both individual accountability and the collective success of the team. This team is committed to developing open communication and continuous integration of the designated: ***Image Similarity Search Tool for Cline Library's SCA Digital Archives.***