

Team Standards

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Lumberjack Balancing

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Introduction

An essential component of successful teamwork is the collective agreement on how the team will operate. Team standards help ensure that all members are aligned on expectations, whether it involves defining individual roles, setting guidelines for behavior and communication, or selecting tools and processes for collaboration. By establishing these shared norms, the team creates a common framework that fosters clarity, coordination, and productivity. In the absence of such guidelines, miscommunication and confusion can arise as each team member may have a different perspective on how tasks should be approached and completed. For our project, it is vital that we have these rules because we may overlook many things because of the perceived simplicity of the task: creating a python script to analyze professor workload data, and exporting a simplified report about the workload for each professor.

Team & Roles

- **Riley Burke**
 - Team Leader
 - Communications
 - Coder
- **Cristian Marrufo**
 - Architect
 - Release Manager
 - Coder
- **Sergio Rabadan**
 - Recorder
 - Website Manager
 - Coder
- **Braden Wendt**
 - Communications
 - User Experience Lead
 - Coder

Role Definitions & Expectations

- **Team Leader:** The team member who coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts.
- **Communications:** The team member who coordinates and conducts customer communications.
- **Recorder:** This team member maintains detailed meeting minutes.
- **Architect:** This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.
- **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.
- **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.
- **User Experience Lead:** Communication with customer and test the Interface to create the best possible user experience for the customer.
- **Website Manager:** Team member responsible for website upkeep and maintenance. They have final say in all decisions regarding the website

Team Meeting Expectations

- **Meeting Times:**
 - Thursday's at 1pm with (depending on time availability for everyone)
 - Discord, Groupchat
- **Agenda Structure:**
 - Quick update report on what we have been working on, written if necessary
- **Minutes:**
 - During meetings, Sergio will write about what we discussed
 - Google drive/Discord
- **Decision-Making Process:**
 - Majority Rule
 - In a 50/50 scenario, debate, re-evaluate, & compromise
- **Attendance:**
 - In person meetings are preferred, but there is no negative to online attendance
 - If we know we are going to miss a meeting, clear communication beforehand is heavily encouraged
- **Conduct:**
 - Be respectful and professional
 - Be mindful of one another's time

Tools and Document Standards

- **Version Control:**
 - Git & GitHub for version control
 - All commits are to be well described and atomic, if possible
 - Always have at least one reviewer for a pull request
- **Issue Tracking:**
 - GitHub's issue tracker
 - All parts, such as tagging a problem and assigning can be done very easily there, and it is in the same place as the codebase.
- **Documentation:**
 - Use a Google Doc in the Capstone folder in Google Drive.
 - Overleaf Documents are acceptable if competent with the tool.
- **Presentation:**
 - Google Slides that is in the Capstone folder in Google Drive
- **Whole Document Review:**
 - When a document draft is completed Riley will be the final reviewer of the document.
 - Covered more in the Team Self Review below

Team Self Review

As part of our capstone project, we will hold regular meetings to review each other's performances prior to large due dates. Notably the tech feasibility study, poster presentation, etc. During these sessions, we will take time to acknowledge what has been working well by each team member and recognize the accomplishments that have contributed to the success of the project. The time will also be used to make plans for future tasks to ensure that everyone is aligned on what needs to be done moving forward. If there are any shortcomings or challenges in the near future, we will discuss the reasons behind them and collaborate on how to overcome them. These meetings will maintain accountability, team cohesion, and ensure we stay on task.