

MealsMyWay Team Standards

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Sponsor: Dr. Ana Paula Chaves

Mentor: Paul Deasy

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Colin MacDonald



Intro:

This document defines the roles and responsibilities of each team member to ensure meaningful contributions and foster accountability and collaboration. We have established clear guidelines for meetings, decision-making processes, and the tools and platforms to be used throughout the project, enabling efficient communication and a smooth workflow. Additionally, our plan for regular team self-reviews promotes continuous improvement by encouraging open dialogue, constructive feedback, and adaptability. These reviews will help assess progress, identify areas for growth, and ensure alignment with project goals, driving the team toward higher levels of performance and success.

Team member and roles:

- Isaiah Swank
 - Team Leader, Customer Communicator, and Coder
- Laura Guerrero
 - Release Manager and Coder
- Maximilian Poole
 - Architect and Coder
- Colin MacDonald
 - Recorder and Coder

Team Meeting Expectations:

- Meeting times
 - Dr. Chaves: Bi-weekly Monday meetings at 9:00AM
 - Paul Deasy: Weekly Wednesday meetings at 9:00AM
 - Team meetings: Weekly Monday meetings at 4:00PM
 - Impromptu meetings: Zoom or Tuesdays at 4:00PM
- Agenda Structure
 - Each member will report on the previous week's work that they completed and which tasks/issues the work related to. Roughly 2-5 minutes each
 - We will work on shared work like documentation and deliverable reviews. Roughly 30 min.
 - We will go through the task tracker to assign work for the coming week. Roughly 5-10 minutes to assign roles
- Minutes
 - Google doc sectioned off by the three sections discussed in the Agenda Structure.
 - Minutes will summarize what each member accomplished in the previous week, how much progress was made/what was done during the group work of the meeting, and what each member plans to work on in the coming week.

- Distributed via Discord on the same day as meeting.
- Decision-making process
 - We decided on a 3/4 majority vote for making decisions.
 - If 1/2 majority vote then communicate and present the sides until a decision is made with a 3/4 majority is reached.
- Attendance
 - At every meeting unless communicated
 - Repeated instances or being tardy will be addressed by the group and if it continues Paul will be informed.
 - Have a valid excuse. This can include medical or weather.
 - If a member is unable to be there because of weather or inability to travel, zoom meetings can be held.
- Conduct
 - Be respectful and don't interrupt when others are speaking
 - Over communication and be prepared before meetings.
 - Use constructive phrasing. If you disagree with something don't just say no or disagree. Present an alternative idea in a constructive way so that a decision can be made as to the best course of action.
 - This also defaults back to the Decision-making process. Once the ideas are presented we will use the decision-making process to settle on one and prevent “arguing”.

Tools and Documents Standards

- Version control
 - Github
 - Each team member forks their own repository
 - Code review from two other teammates before approving each pull request
- Issue tracking
 - GitHub issue tracking to allow us to tie issues to pull requests.
 - Visual representation of issues on GitHub is also very nice for Scrum development.
- Word processing and presentation
 - Google Docs for shared documentation and easy editing
 - Google Slides provides great tools for creating presentations and we had success with it in the first presentation.
 - Draw.io will be used for diagrams and other graphical designs because of its specified range of options for UML diagram creation.
 - Google Workspace provides the functionality to smoothly work on a shared document or presentation which is perfect for what we need.

- Composition and review
 - The release manager will review all deliverables and any written documentation to make sure there are no typos, formatting is consistent, and professionalism is kept.
 - Have all deliverables ready 24 hours before the due date so that the release manager can make sure everything is ready for submission.

Team Self Review:

Weekly self reviews are done at the start of each Monday team meeting. An informal discussion will be held where each team member discusses what they did well that week, what they could improve on, and their plan to improve on those issues for the next week. Other team members will chime in with productive feedback, comments, and/ or criticism.