Next-Step: Team Standards

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Introduction

For effective teamwork, the Team Standards document will cover the expectations of each teammate and how the team will function overall. Standards can include assigning roles to team members, establishing rules for behavior and communication, and agreeing on the tools the team will use. These types of team standards create a shared understanding of expectations and promote smooth, effective collaboration.

Team Members and Roles

Team Leader: Jett Koele

Description: The team member who coordinates task assignments and ensures work progresses, runs meetings, and makes initial efforts to resolve conflicts.

Customer Communicator: Jett Koele

Description: The team member who coordinates and conducts customer communications.

Recorder: Benjamin Huntoon

Description: This team member maintains detailed meeting minutes using a template given in the drive folder.

Architect: Naima Ontiveros

Description: This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.

Release Manager: Naima Ontiveros

Description: 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.

Primary Bouncer: Kendall Callison

Description: The Primary Bouncer is responsible for being the most flexible team member in terms of code. They are expected to assist with the code that has the most workload or needs the most assistance.

Frontend Lead: Kendall Callison

Description: This team member is in charge of planning, developing and creating the frontend design for this project as well as communicating with the backend lead to assist with a smooth transition from frontend to backend.

Backend Lead: Benjamin Huntoon

Description: This team member is in charge of planning, developing and creating the backend design for this project as well as communicating with the frontend lead to assist with a smooth transition from backend to frontend.

Team Meeting Expectations:

Meeting Times:
- Mentor meetings are every Monday from 4:00 PM-5:00 PM in Engineering 307.
- Supplementary meetings can be held on Friday mornings or afternoons.
- Bi weekly meetings with the client will be held on Tuesday at 1pm.
- Any other meetings must be agreed upon by the group according to each person's schedule.

Agenda Structure:
- Every Monday meeting, each member is expected to provide a brief update as to what they have worked on since the last meeting about the capstone project's progress.
- Structure beyond the individual updates is centered on the group mentor and what they have scheduled as well as any other topics a

group member might bring up for the meeting. During the meeting, we will be expected to discuss and document upcoming tasks as well as any questions during the meeting or in previous meetings.

● The end of each meeting must be agreed upon unanimously by each member and the mentor, if the mentor is present unless special arrangements have been made for a member to leave early with the other group members including the mentor.

Minutes:

● Upcoming assignments and tasks in progress will be written in the weekly schedule sheet and any other important notes for the meeting minutes will be taken by the recorder.

Decision-Making Process:

● In cases of disagreements on design choices, there will be a 3/4 majority vote, otherwise, if there is a split decision, the team lead will make the best choice for the group.

Attendance:

● In the case of unexcused absences, there will be a maximum of 2 absences with a warning.

● In the case of excused absences, there will be a maximum of 3 absences with a warning.

● If any more absences are present, procedures will be followed from the "Policy and Process for Non-Performing Team Members."

Tools and Documents Standards:

Version Control:

● Repository: GitHub
● IDE: Visual Studio

Issue tracking:

● All issues should be put on the GitHub issue tracker, while day-to-day issues should be handled through the task sheet.

Word Processing and Presentation:

● Google Drive, Google Slides, Google Docs
● Microsoft 365

Composition and Review:
- Team lead is assigned to submit and finalize all large deliverables.
- In the case the team lead is unable to submit the assignment, another team member will be assigned 24 hours before the due date.
- The editor will be responsible for confirming the deliverables meet the standards, details are correct and the flow is concise with previous deliverables.

Team Self Review:
- Monthly self-reports are to be turned in to the team leader at the end of the month (before the 1st of the next month).
- The document will be emailed to the team lead.
- Minimum half-page review of how the month went and a self-reflection of what can be improved, personal struggles, etc.
- This document will be used to measure the teams performance by the team lead and will be used as a way to balance the workload of the team as well as provide feedback to the lead on any issues that are occurring within the team.