# TENSE MED DYNAMICS

# Team Standards Document

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# The Intro

The purpose of the TenseMed Dynamic (TMD) Standard Document is to establish clear criteria by outlining the team's expectations on workflow, roles, and communication. To maintain efficient collaboration and ensure a productive work environment, this document allows each member to reference an organized set of guidelines that will help with decision-making and promote accountability. This document covers the following topics: Team Members and Roles, Team Meeting Expectations, Tools and Documentation Standards, and Team Self Evaluation. This living document should be updated and changed if needed to reflect the team's dynamic and project requirements.

# Team Members and Roles

**Team Leader:** Ryan Lucero

> Description: Coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts. Coordinates and conducts customer communications.

**Recorder:** Cathy Ly

> Description: Maintain detailed meeting minutes.

**Architect:** Marco Castrita

> Description: Primarily responsible for ensuring that core architectural decisions are followed during implementation.

**Release Manager:** Zach Trusso

> Description: 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 <u>everyone</u> 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.) individuals will lead on.

**Back End:** Marco, Zach

**Front End:** Cathy, Ryan

**Full Stack:** Whole Team

# Team Meeting Expectations

**Meeting Times:**

Meeting times vary depending on schedules. Meetings will be scheduled on a week-to-week basis. Members unable to attend meetings will be contacted via Discord.

**Agenda Structure:**

A weekly itinerary will be made before the meeting. Prioritizing tasks for the first 30 minutes of the meeting and with the rest of the time being for catch-up and assigning jobs for the rest of the week.

**Minutes:**

Meeting minutes will be recorded on Google Docs underneath the meeting itinerary. The minutes will be available to members through a shared Google Drive folder and posted in Discord. Members will take turns speaking.

**Decision-Making Process:**

The Decision-Making process will begin with a group discussion valuing other opinions and thoughts. After the discussion, members will vote among themselves to make a final decision. If members are unable to agree, the Team Lead will reach out to the mentor for further discussion.

**Attendance:**

If members can't attend meetings, the member will be able to access the meeting minutes through the Google Drive folder and will be reached out to by the recorder to keep them on track with team decisions.

If a member misses 3 meetings without informing the group before the meeting date, the group will decide the consequences after discussing with the Mentor.

**Conduct:**

With any issue within the team, it's important to have an open line of communication. If a member is being uncooperative, an intervention meeting will take place with all members of the team and the mentor.

If the member refuses to attend the intervention meeting, the team will act accordingly to discuss with the Mentor and the Capstone Advisor.

# Tools and Document Standards

**Version Control:**

Github - Every pull request should have a sentence describing the update/code. If possible, label the pull request with the issue number.

**Issue tracking:**

GitHub Projects will be the team's main issue-tracking software.

**Word Processing and Presentation:**

Google Docs will be used for any word processing and either Canva or Google Presentation will be used for presentations.

**Composition and Review:**

Each member will be an editor and will rotate to distribute the workload. A rough draft should be sent before the due date of the deliverables and the editor should announce in Discord when they are finished with reviewing the assignment. The lead editor at the time will be in charge of submitting the deliverable on Canvas after informing the group.

# Team Self Review

 A Google Form will be used for a team review monthly. Once all submissions are collected, the next team meeting will review the results of the overall team's performance.