

TerraForm3D

Team Standards

Trent D'Hooge
Heather Jeffcott
Craig Post
Deborah Lee Soltesz

USGS/Plasma Works NAU Capstone Design Project

Table of Contents

1.0 ROLES	3
1.1 LEADER : DEBORAH LEE SOLTESZ	3
1.1.1 SECTION LEAD	3
1.2 COMMUNICATOR	3
1.3 RECORDER : HEATHER JEFFCOTT	3
1.4 FACILITATOR : CRAIG POST	4
2.0 MEETINGS	4
2.1 WEEKLY MEETING TIME	4
2.2 STANDARD AGENDA	4
2.3 DECISION STRATEGY	4
2.4 MINUTES	4
2.5 ATTENDANCE RULES	4
2.6 CONFLICT RESOLUTION STRATEGY	5
3.0 DOCUMENT STANDARDS	5
3.1 WORD PROCESSOR VERSION	5
3.2 COORDINATION	5
3.3 VERSION CONTROL	5
3.4 FORMAT	5
3.4.1 DOCUMENT "LOOK AND FEEL"	5
3.4.2 FILE HEADINGS	6
3.5 REVIEW PROCESS	6
4.0 SELF-EVALUATION METHOD	6
4.1 WHEN	6
4.2 HOW	6
5.0 STANDARDS FOR BEHAVIOR AND COOPERATION	6
5.1 DESIGN CHANGES	6
5.2 MEETING BEHAVIOR	6

1.0 Roles

There are four principle responsibilities to be assumed by members of the team. These are described in the following sections.

1.1 Leader : Deborah Lee Soltesz

The Leader coordinates and runs meetings. In the case of "special meetings" which concentrate on only one division of the project, the "Leader" for purposes of that meeting will be the Section Lead of that division.

1.1.1 Section Lead

The project is to be split into three principle divisions each coordinated separately.

3D Engine : Craig Post

- Responsible for the design of the 3D graphics engine.

USGS/Application: Deborah Lee Soltesz

- Responsible for the design of the User Interface and overall integration.

USGS/System : Trent D'Hooge

- Responsible for designing the LINUX network cluster and parallel processing of graphical data.

1.2 Communicator

As the project has two different sponsors (and consists of three separate divisions), we will have three communicators in one-to-one correspondence with the Section Leads listed above. Each is responsible for communicating the team's progress and questions to the sponsor associated with their division.

1.3 Recorder : Heather Jeffcott

The person who keeps and distributes detailed notes of all meetings and maintains the team notebook.

1.4 Facilitator : Craig Post

The person who acts in a neutral role to help resolve disputes. The Facilitator should also help ensure sound meeting structure.

2.0 Meetings

Meetings will be informal. Off-topic discussions will be held outside of official meeting time.

2.1 Weekly Meeting Time

Meetings will be held twice weekly on Monday and Wednesday at 4:30pm. "Special Meetings" relating to a single section of the project may be called as necessary by any of the Section Leads.

2.2 Standard Agenda

Each member shall bring his/her own agenda and will be given a chance to cover their topics.

When Deliverables are "in progress," each team member will be expected to report on their current progress and expected to relate any problems, questions, or concerns at that time.

At all other times, the general order of business shall be as follows: (1) 3D Engine, (2) USGS/System, (3) USGS/App, all other business. Each Section Lead should present their status, current progress, and any problems and concerns.

2.3 Decision Strategy

All decisions will be made by majority vote. In the case of major design changes, the voice of the related Section Lead carries more weight.

2.4 Minutes

Minutes will be available via email within 24 hours after each meeting. A hardcopy record will also be placed in the team notebook.

2.5 Attendance Rules

Meeting attendance is mandatory. Tardiness is actively discouraged. If a team member must miss a meeting, it is their responsibility to notify another team member prior to their absence. It is the team's responsibility to apprise that team member of any decisions that have been made in their absence. If the absent team member is a Section Lead, all design decisions relating to their section must be tabled until the next meeting. Excessive tardiness or absences will be dealt with on a case-by-case basis by the team as a whole. Should this be a continual problem, the team may decide to impose a mandatory reduction in that team member's peer evaluation.

2.6 Conflict Resolution Strategy

The Team Leader shall resolve conflicts. If the Team Leader is a participant in the conflict, the Facilitator shall settle the conflict. If the conflict is severe, the Facilitator shall act as mediator to resolve the issue.

Work assigned to a non-participating team member shall be reassigned to another team member only after team discussion deems it necessary. Should this be a continual problem, the team may decide to impose a mandatory reduction in that team member's peer evaluation.

"Spontaneous design decisions" that affect interfaces between components are actively discouraged. However, on-the-spot decisions affecting only one component may be made by the Section Leads as required.

3.0 Document Standards

All documents shall follow these guidelines in addition to specifications outlined in class except where superseded by the client.

3.1 Word Processor Version

Microsoft Word 97 shall be used for all hardcopy documents. If possible, all documents shall also be converted to Adobe Acrobat format for distribution on the web.

3.2 Coordination

Heather and Deborah will coordinate documentation. Heather will be in subdivide, assign and coordinate all "deliverable" documentation. Deborah will coordinate web site design, presentation, all graphics and some miscellaneous documents.

3.3 Version Control

Documents will be maintained in group space on a UNIX machine. This will be updated ("mirrored") twice daily to a secondary site as a precaution. All code written on USGS equipment will be backed up to tape as part of their usual routine. Other backups shall be made by each Section Lead as necessary.

3.4 Format

All documents will use a standardized template. All communication with the client shall adhere to a standardized format as well.

3.4.1 Document "Look and Feel"

Formal documents shall be bound. Standard documentation and email format shall be a Microsoft Word 97 template as determined by the team.

3.4.2 File Headings

File headings and format shall adhere to the requirements of each client.

3.5 Review Process

All individual team member submissions are due five days before the deadline to allow lead-time for integration and final editing. All documents must be consolidated and available for team review two days before deadline. All documents must be in final form (and ready for binding, if desired) one day before deadline.

4.0 Self-Evaluation Method

We shall review our progress, reevaluate our deadlines, and prioritize our goals.

4.1 When

Team discussion to evaluate progress and performance shall be a part of the Monday meeting following each major deliverable and after each meeting with the sponsor. During implementation, self-evaluation will be biweekly and be a part of Monday's meeting.

4.2 How

Each team member shall voice his/her concerns. Team discussion and majority opinion shall decide how to make appropriate improvements.

5.0 Standards for Behavior and Cooperation

Civil behavior is expected at all times. All potential conflicts must be dealt with quickly and internally using a mediator as needed.

5.1 Design Changes

Design changes must be approved by the Section Lead for that division. In the case of dispute, a team vote will decide the issue after a suitable discussion of all options.

5.2 Meeting Behavior

Attendance is mandatory. Tardiness is discouraged. Late team members will present their information at the end of the meeting. Free-flow discussion is encouraged as long as it stays "on topic." In the case of severe interpersonal conflict, time outside the meeting will be set aside by the Leader to decide the issue between the concerned parties with either the Leader or Facilitator acting as mediator.