Memo

To: Kyle Winfree

From: Cheng Ce, Zhengjie Xuan, Yawen Peng

Date: 11/10/2019

Re: Team Standards

This memo is to provide the *Team Standards* of **the** FF1RR team.

The Wrapper

The wrapper is shown on the last page of the Memo.

Tools and Document Standards

Designs Files

We will use *Google Drive* and *Slack* to share/maintain/manage our design files, including documents, papers, codes, and images.

Issue Tracking

We will use *Slack* to assign tasks and track them, we will use Google Drive plugin to share files within *Slack*, use GitHub plugin to share or modify codes directly in *Slack*, use Workast to assign tasks to team members, and use TeamGantt to track tasks that have assign to the team members. So all the team issue will be solved in Slack, It will be very efficient and convenient.

Word Processing and Presentation

We will use *Google Docs*, *Google Sheets*, *Google Slides* and *Google Drawings* for word processing/ typesetting, presentation, and graphical design because they have good synergy, every team member can work on it at the same time and they are very convenient to create and share on *Google Drive*.

For codes in our project, we will upload them to *GitHub*, in this way, all team members can easily access and modify the code. And as I mentioned before by the GitHub plugin in *Slack*, we can work more efficient and convenient.

Composition and Review

We will design a standard for composition and review.

POSITION	TASK	DEADLINE
Lead editor	Assign task Set the deadline Compose and review	XX/XX/XXXX
Subsidiary	Task1	XX/XX/XXXX (well ahead of the due date)
Subsidiary	Task2	XX/XX/XXXX (well ahead of the due date)

DOCUMENT'S TITLE

Date: XX/XX/XXXX

Project Sponsor:	IEEE and SICCS
Faculty Mentors	Truong X. Nghiem Trong Doan Nguyen
Team Members	Cheng Che Zhengjie Xuan Yawen Peng