

# Team Standards Document



## Git OSS-um

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## **Introduction**

The purpose of this document is to establish a strong initial foundation of team standards from which will be used and built upon throughout the course of our Capstone project. The main points of emphasis included will be the team members with their respective roles, team meeting expectations, tools and documents standards, and team self-review standards. Below is the team's members and roles for each individual.

## **Team Members and Roles**

Our team consists of three individuals, each with unique skills to contribute to the team and project.

- Gary Baker
  - Recorder - Maintain meeting minutes.
  - Co-Architect - Ensure that core architectural decisions are followed during implementation.
  - Coder - Programming the website for the team, combined with development of the project. Each coder is responsible for the content on the website and the project.
- Van Steinbrenner
  - Editor - Edit and maintain all technical documents.
  - Co-Architect - Ensure that core architectural decisions are followed during implementation.
  - Coder - Programming the website for the team, combined with development of the project. Each coder is responsible for the content on the website and the project.
- Stephen White
  - Team Leader - In charge of creating weekly task reports for the team, ensuring project progress is being made in a timely manner, communicating with faculty lead organizer (Doctor Doerry), as well as

team mentor (Ana Steinmacher), and facilitates/manages internal team issues.

- Customer Communicator - Responsible for communication between the team and the client (Dr. Igor Steinmacher) throughout the project. Should anything need to be personally discussed between the team and Dr. Steinmacher, it is this individual responsibility to notify the client.
- Release Manager - Responsible for maintaining the overall “health” of the GitHub repository holding the project’s code. Makes sure that master always holds a stable version of the product, that coding standards are being met, issues/pull requests are being tracked and made appropriately, and that all programmers are held to a high development standard.
- Coder - Programming the website for the team, combined with development of the project. Each coder is responsible for the content on the website and the project.

## **Team Meeting Expectations**

Below follows the team’s standards for team meetings. Topics discussed include:

- **Standard Team Meeting Time:**
  - Team meetings will begin promptly at 4:00 pm in EGR room 104. There will be a 10 minute grace period to accommodate any unexpected circumstances (bus running late, ran into traffic, etc.)
  - After the 10 minute grace period, any team member that shows up will be documented as late for that meeting. Should a team member be late three times, a one on one meeting will take place between the team lead and that team member to better understand what is causing the issue, and proper arrangements will be made to prevent further incidents.

- Upon the fourth late show without sufficient explanation, an email must be sent out to the entire team, including the team mentor explaining why this behavior has continued, and why it will not occur again.
  - If a team member is late to 5 meetings, proper action will be taken by the team lead in the form of communicating with the team mentor (Ana Steinmacher).
  - Should the need arise to have a meeting outside of normally scheduled meeting times, an impromptu meeting may need to take place. This type of meeting will be held on the Team Discord server so teammates may verbally communicate with one another about what tasks need to be accomplished.
  - Slack/Text Message/Email/in-person-decision may be used to set up an impromptu meeting.
  - Policy regarding absences are outlined below under the heading “Excused vs Unexcused Absences for Meetings.”
- **Standard Mentor Meetings Info:**
    - Mentor meetings will occur (unless otherwise notified by the team mentor) every Monday at 4:00 pm in the SICCS lab on the second floor.
    - Policy regarding late-shows are the same as outlined in the previous section (“Standard Team Meeting time).
    - Policy regarding absences are outlined below.
  - **Excused vs Unexcused Absences for Meetings:** We are all human, and sometimes life happens. If a team member finds themselves dealing with unexpected life circumstances, accommodations can be made. Underlined below are the expectations as to what constitutes excused and unexcused absences as it pertains to team meetings. It will be the responsibility of the team member that is missing the meeting to become informed as to the events of the meeting and getting their work done as expected.

- **Excused Team Meeting Absence:** A formal email written to the team lead *at least 2 hours in advance* describing the cause for absence. This cannot be something along the lines of “I had work,” as this should have been handled properly beforehand.
- **Unexcused Team Meeting Absence:** The teammate fails to notify the team lead via email by 4:00 pm the day before the meeting, and does not show up to the meeting. Should this happen, a formal email will be sent out to the entire team, along with the team mentor explaining the behavior and ***why this will not happen again***. A one on one meeting will take place with the team lead afterward in which any other personal details can be flushed out. Should this happen again, proper action will be taken by the team lead in the form of communicating with the team mentor, Ana Steinmacher.
  
- **Agenda Structure/Meeting Minutes:**
  - All meetings begin with a 2 minute update report from each member on their activities since the last meeting, or if a team member is late/absent, it is expected that said teammate submit a written one-page progress report to the team leader.
  - The meeting agenda/corresponding minutes will be available on the team’s Google Drive.
  - A brief agenda will be provided on the first/second page of each meeting minute document so teammates will understand what is going to be discussed.
  - For each meeting, a meeting minutes template has been provided, and will be filled in accordingly by the responsible party.
  - It is expected that all members of the team look at the meeting minutes for each week in order to stay up to date as to what the team has been discussing. If a teammate is unable to attend a meeting, it is up to that

person to remain updated on what occurred during that meeting. Please refer to the “Team Members and Roles” section to see who keeps the meeting minutes.

- **Decision-Making Process:** In cases of disagreements on design choices, a "2/3 majority" vote will be utilized in order to move things along; If a member is absent, the decision will be decided via Slack between all members on the subject at hand. Once a decision has been made, a minimum of one week must pass before an argument can be brought up again. The argument will be voted upon at the next meeting. After contesting a decision once, the second vote will be final in regard to that given subject/design choice.
  
- **Conduct:**
  - It is expected that every team member participate in all aspects of meetings. This is to ensure that work is being distributed evenly and appropriately.
    - Should it be noticed that a teammate is not participating, a verbal discussion will take place amongst the team to try and assess what is going on.
    - Should the teammate still not participate, a meeting will take place between the offending teammate, the team lead, and the faculty mentor.
  - It is expected that whilst the team is in a meeting, distractions are kept to a minimum. This entails the following:

- No team member will be on their phone during a meeting, unless it pertains to the project, and everyone is notified that you are doing so.
- No team member will be scrolling through social media, watching videos, and distracting other team members. We want to be as efficient as possible given the time that we have together, so please be professional.
- If a teammate is unable to follow these guidelines, a verbal discussion will take place between the team and the offending teammate. Should the behavior continue, a meeting will take place between the offending teammate, the team lead and the team mentor. Lastly, if the aforementioned steps have been followed and no progress has been made, a meeting will take place between the offending teammate and the team mentor, Ana Steinmacher.
- It is expected that team members treat each other with respect and kindness, as one would do in a professional place of work. This entails the following:
  - Providing constructive criticism on each other's work. Multiple incidents will lead to meetings with the team mentor, and the CS Faculty Lead Organizer (Dr. Doerry) as necessary.
  - Raising your voice at a team member is not acceptable and doing so will result in documentation of the incident, and a one on one meeting will take place with the team lead. Should this happen more than once, a meeting will be set up between the team lead, the accused party, and the team mentor. Any further disrespectful conduct will be taken up with the team mentor, Ana Steinmacher.
- Any personal issues between team members should be brought up in an email to the team lead and will be handled accordingly in a professional manner. "Calling someone out" in the middle of a meeting or professional

space is not the right way to go about things, and the team lead will facilitate arguments as necessary.

## Tools and Document Standards

We have already decided many tools for our Capstone project. For version control we will be using the Github platform for our project and a team Google Drive for our website. Forking, commits, and other Git commands regarding our project will be described in the repository's README.md file.

Google Drive will be our main form of writing up our technical documents. As this platform will assist us on writing documents together and keep the files in one, organized location for use. For other forms of technical communications, we will be using Google Slides to collaboratively work on design presentations so that the presentation can be accessed by any of the team members and possibly viewers of the presentation so they can have better access and knowledge to our designs.

Task management will be organized by Google Keep, there will be overall tasks that the whole team will have to complete alongside individual assignments that each team member will be responsible for. As development rolls along, Google Keep will be organized in a way to assist us with issues and bugs in our development phase.

For large scale documents, each team member will be assigned a part of the document to write up. The document will be inspected by the team editor for any errors and will be reviewed by the whole team before being delivered.



## Team Self-Review

At this point in our Capstone process, it has been decided that we will do a team self-review once per month to check in with everyone and make sure things are running smoothly and any issues can be presented to the team to be resolved immediately if possible. If once per month is found to be insufficient, our team will move to bi-weekly self-reviews. We have chosen to make this a mostly casual process within the team by presenting a self assessment to the other members followed by any issues that the individual is either facing personally or with the team that is currently affecting or may affect the team in the future. Each person is to present their assessment, then once all members have communicated their perspective, any issues that were mentioned will then be discussed.

The outcome of this process is to check up on teammates and see how each individual has progressed in the project. This check up will assist team members by solving any potential issues by discussing personal problems and issues with the project.