



Team Andromeda

Team Standards

September 25, 2019

Clients - Dr. Audrey Thirouin and Dr. Will Grundy

Mentor - Isaac Shaffer

Members - Matthew Amato-Yarbrough, Batai Finley, Bradley Kukuk, John Jacobelli and Jessica Smith

The Intro

This document is a guideline for successful implementation of the Three-Dimensional Simulation and Visualization of Binary Asteroids Project. Team Andromeda will hold themselves to these standards for the utmost satisfaction of the client. The team members and their roles are subject for refinement as work ethic and strengths are presented throughout the project's lifetime. Team members will attend meetings and meet expectations outlined. To ensure consistency, Team Andromeda will standardize tools for the development process. Lastly, the team will need to conduct self reviews to uphold all of the expectations.

Team members and roles

- Team Leader: John Jacobelli
 - The team member that coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts.
- Team Communicator: Batai Finley
 - The team member that coordinates and conducts customer communications.
- Recorder: John Jacobelli
 - This team member maintains detailed meeting minutes.
- Architect: Matthew Amato-Yarbrough
 - This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.
- Release Manager: Bradley Kukuk
 - 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.
- Editor: Jessica Smith
 - The role of the editor is to manage documentation output. Before a document is turned in, the editor will go through the entire document and make improvements as needed.
- Coder: Brad Kukuk, John Jacobelli, Batai Finley, Matthew Amato-Yarbrough, Jessica Smith
 - It is expected that everyone will have a role in producing code. As it stands, the following list is our code assignments:
 - GUI: Brad
 - Amoeba: Matt and Batai
 - Triaxial Ellipsoid: John and Jes

Team Meeting Expectations

- Meeting Times
 - Mentor meeting: Wednesdays at 8am in SICCS (Fall 2019 and Spring 2020)
 - Group meeting:
 - Thursdays at 4pm in Cline Library (Fall 2019)

- Sundays at 4pm in Cline Library (Fall 2019)
 - Tuesdays at 1pm in Cline Library (Spring 2020)
 - Fridays at 2:20pm in Cline Library (Spring 2020) (if no Capstone class)
 - Sundays at 4pm in Cline Library (Spring 2020)
 - Customer meeting: Flexible scheduling due to clients busy schedule.
 - If an impromptu meeting is necessary, communication in person or through Discord will be utilized to decide on a time and place to meet
- Agenda Structure
 - Old topics of discussion
 - New topics of discussion
 - Work delegation and updates
 - Time working with the group (if needed)
- Minutes
 - John will be our minute taker for client and mentor meetings. Main talking points will be bulleted, with extra information following the bullet point style. This will be typed up in Google Docs and shared in our Discord as well for ease.
- Decision-Making Process
 - In case of a disagreement or inability to come to an agreement, we will vote and use the majority rule. Since there are 5 members of our group, the majority will be $\frac{3}{5}$ members agreeing upon something.
 - Polls:
 - 4 hour response time, after that a text message will be sent to those who do not respond. They will have a two hour response time after the message has been sent. If they do not respond still, the offender must have a reasonable excuse.
 - Task Report
 - Friday/Sunday, the day of our team meetings, we will create our task report.
 - Tasks per person will determine the percentages, this does not include the editor.
 - Tuesday, the day before our mentor meeting, we will adjust the percentages for tasks assigned.
 - Complete tasks by given date
- Attendance
 - Attendance is expected for all meetings. If a member is unable to attend a meeting, it must be communicated to the group ASAP, and no later than the day of the meeting (unless it is due to an illness or emergency).
 - Showing up late to meetings is ok as long as it is no longer than 5-10 minutes, or if it is communicated to the group prior to the meeting.

- If a member misses 2 or more meetings, it will be discussed as a group. If a member misses 4 or more meetings, it will be discussed with the group and mentor.
- Conduct
 - If there are issues such as interpersonal disputes, nonparticipating members, or team members changing things without team consent, the following will occur (the severity of the issue is listed from least to most severe)
 - Discuss it and try and resolve it
 - Discuss it as a group during a meeting
 - Discuss the issue with the team mentor
 - Discuss the issue with the CS Capstone Organizer
 - If there are issues such as a divided team, then the following will occur (the severity of the issue is listed from least to most severe)
 - Discuss the issue as a team at the next team meeting (sooner if serious)
 - Discuss the issue as a team at the next mentor meeting
 - Discuss the issue to the CS Capstone Organizer

Tools and Document Standards

- Version Control: GitHub
- Issue Tracking: GitHub
- Task Tracking: Trello
- Word Processing and Presentation:
 - Throughout the year we will primarily be using Google Docs as well as Microsoft Word if needed in order to generate word documents such as deliverables.
 - Google Slides will be used for presentations.
 - Google Drive, Discord, and email will all be used if graphical design is needed to be shared among group members. The individual program used for graphical design can be anything as long as the image can be used by other group members with little to no issue.
 - The primary use of Google editors is to ensure that all members are using similar processors, as well as the ease of accessibility for collaboration and sharing.
- Composition and Review: The expectations of the editor are to be able to review 20 pages a day--meaning, if the document is 20 pages due on Friday, the group must have the rough draft done at least the Wednesday before the document is due. The day before the document is due, the team will review the final draft together.
- Communication:
 - Discord
 - Check when you get up

- Check every four hours otherwise
- Emoji reaction to messages as acknowledgment of reading
- If a question is asked:
 - Asker: @everyone
 - Responders: React with sad emoji if you don't know the answer, otherwise respond to question
- Sharing emails, communication, and information gained from the mentor and the clients
 - CC everyone in emails sent to Audrey and Will, Isaac, Brian, Zach, etc.
 - For in person meetings, informing the team at our team meeting or through discord if applicable.