



Team Standards Document

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Team Lora

Community Aware Networks and Information Systems Lab

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Intro

This document will detail the organization of Team Lora and will set out standards and expectations of how the team operates. Team members will be assigned initial roles to perform, though these may be reassigned at a later time. Meeting times and rules will be described, along with rules for handling tardy or absent team members. Standards for version control, issue tracking, and formatting for deliverables and presentations will also be defined.

Team Members and Roles

Ryan Wallace - Team Leader and Customer Communicator: Ryan is responsible for coordinating tasks, monitoring task progress, running meetings, and resolving conflicts that arise. He is also responsible for maintaining communication with the team's sponsor Dr. Vigil-Hayes, the team's mentor 'Scooter' Nowak, and Dr. Doerry.

Benjamin Couey - Architect and Recorder: Benjamin is responsible for maintaining documentation on project architecture and ensuring that implementation follows with architecture. He is also responsible for taking notes at all meetings.

Mohammed Alfouzan - Release Manager: Mohammed is responsible for coordinating project branching, handling merge conflicts, and curating commit logs. He is also responsible for overseeing the issue board.

Brandon Salter - Asset Coordinator: Brandon is responsible for obtaining and keeping track of any materials necessary for the project such as LoRa gateways, Android Phones, etc. He is also responsible for reserving meeting locations and is the team's liaison to Dr. Vigil-Hayes' student research lab.

Team Meeting Expectations

Meeting times

Team Mandatory Meeting: Monday 2 - 4pm Engineering Building

Capstone Mentor Meeting: Thursday 4 - 5pm SICCS room 223

Client Meetings: Scheduled when needed. Initially planned to be biweekly.

Agenda structure

1. What we have done
2. What we need to work on
3. Assigning New Tasks/talk about obstacles
4. Closing / Other

Minutes

Minutes for the team's mandatory meeting on Monday will be written up by Brandon Salter and will outline the topics to be discussed that meeting. These minutes will be distributed to the team via email or Slack Monday morning.

Decision-Making Process

Should the group not be able to agree on a decision, the impasse will be resolved with a single transferable vote.

Attendance

Attendance is required for the mandatory meeting on Monday and the meeting with Scooter on Thursday. Team members are expected to show up at any other meeting scheduled. If they have a conflict with the meeting time they are required to talk to our team about what they missed.

Conduct

The team is expected to be professional and respectful to everyone in the group. All team meetings are a judgment-free zone. If a member of the group is struggling with a task or is not comfortable others should be understanding and we will work it out as a team.

Tools and Document Standards

Version Control

For version control, the team will use Git. Each member of the team will have their own branch separate from the master branch. Members will be trusted to commit to the master branch wisely and manage small merge

conflicts. They will be held accountable for any problems caused by their commits. For larger merge conflicts, team members are expected to coordinate with the release manager Mohammed to resolve the issue.

Issue Tracking

Git tracking will be used for managing issues that are presented in the project. Curating the issues board will be the job of the version manager.

Word Processing and Presentation

For word processing and the creation of presentations, the team will use Google Documents and Google Slides as they make for easy collaboration. Each deliverable will have an editor assigned to it when the task is created. We will plan to have deliverables completed 24 hours prior to their due date.

As far as formatting our deliverables go, we will use Georgia font, size 12 for bodies, 18 for headers, 14 for subheaders. Headers and subheaders will be bolded. Lines will have a spacing of 1.15 and there will be a space after each paragraph. The cover page will be double spaced. These are outlines and can be adjusted based on the document's needs.

Composition and Review

For larger deliverables, team members are expected to submit a rough draft of their contribution 4 days prior to the due date. They are responsible for alerting the document's editor that their contribution has been completed. The team members will submit their final contribution 2 days prior to the due date, taking into account any comments by the editor.

Team Self Review

The team will conduct a self-review at the end of each month. At the review, we will discuss pain-points as well as any obstacles we feel the group is facing. We will also address any confusion regarding the project and what is currently expected of each member.