

Team Standards

09/26/19

Team Name - SmartState

Project Sponsor: Rick Duarte

Team Faculty Member: Fabio Santos

Team Members

David Rodriguez

Jesse Rodriguez

Andrew Hurst

Reed Hayashikawa

Jianxuan Yao



The Intro

This document outlines the roles and procedures used to maintain task completion for the Team SmartState Capstone project. This document contains the role description and title for each member of the team. Team processes for development and decision making are to be documented in this document. This is a living document and is subject to change at any time.

Team members and roles:

This section should introduce each team member and the role(s) you envision (based on your internal discussion of skills and desires) for that team member, as well as a clear description of the duties involved in fulfilling each identified role. Keep in mind that these roles outline lead responsibilities, but not exclusive ones -- it is expected that all team members will be deeply involved in every aspect of your project. Roles may include, but are not limited to (feel free to identify and discuss other roles you think would be helpful -- the following are meant to be helpful examples):

- **Team Leader:** The team member that coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts.
- **Customer Communicator:** The team member that coordinates and conducts customer communications.
- **Recorder:** This team member maintains detailed meeting minutes.
- **Architect:** This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.
- **Release Manager:** 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.
- **Coder:** It is expected that everyone will have a role in producing code. If possible at this early stage, you might specify *what parts* of the coding (backend, front-end, node.js, MSP430 programming, etc.) that individuals will lead on.

Team Leader: Andrew Hurst

Customer Communicator: Andrew Hurst & David Rodriguez

Recorder: Reed Hayashikawa

Architect: Jesse Rodriguez

Release Manager: David Rodriguez & Jianxuan Yao

Team Meeting Expectations

This section discusses your agreed-upon plan for team meetings and should include such things as:

- Meeting Times: Regularly scheduled meetings are to be decided by group members. Impromptu meetings should be suggested via email or the Discord server utilized by the team.
- Agenda Structure: All meetings begin with a 2-minute update report from each member on their activities since the last meeting. Members are to discuss issues with the current development iteration with other team members. All members are to report expected timelines to the team lead.
- Minutes: The team recorder will note meeting times, duration, and members in attendance. Each meeting time will be allocated an hour of time. If more time is needed, the team may vote or continue the meeting until the desired outcome is reached.
- Decision-Making Process: Team decisions are made using a vote by all members of the team. Since our team contains 5 members, vote decisions will proceed on a $\frac{3}{5}$ majority vote.
- Attendance: Attendance is mandatory by all group members for scheduled meetings. Team members are not to miss more than two meetings throughout the semester. If attendance becomes an issue, the team will speak to the study mentor to determine a course of action.
- Conduct: Members are expected to be present at meetings and contribute to the development and planning of the project. Each member will have the opportunity to present their ideas to the group. If there are personal disputes, divided teammates, or non-constructive interactions, the team should address the issue during the meeting to align the focus of the group. A special meeting will be held by the group to address outstanding issues if they are not resolved in a single meeting. If the group cannot resolve the conflict, the issues will be brought to the mentor during the mentor meeting. The final step will be to present the issue to the course organizer for final deliberation.

Tools and Document Standards

In this section, you'll cover all of the tools you'll use, expectations for how they will be used, and related processes. Some examples include:

- Version Control: The codebase for this project will be managed on Github. The project repository will use the platform to manage version control. Each member of the group must fork the main repository and submit a pull request with applied code changes. No pull request can be merged without the review of at least two other group members. If submitting a pull request, the one submitting the request must assign a reviewer.
- Issue tracking: Trello will be the tool to be used in issue tracking and issue status updates throughout the development process. The project board will be the best way to manage issues and/or major features that may be in progress, in review, or completed.
- Word Processing and Presentation: Google Drive will be the home for all project documents. All members are to have access to documents within the drive and should make contributions as needed.
- Composition and Review: Review of documents will be performed by an assigned group member before the assigned due dates. Documents will need to be reviewed by at least two team members to ensure design.

Team Self Review

The team will perform informal self-reviews during regular scheduled meetings at the end of each month. Each member can note some strengths and weaknesses that they have identified with their own performance. The team can help to address deficits by lending support for identified weaknesses. A member may also volunteer to take on specific deliverables if they think their strengths lend themselves to the task.

Deliverables

Turn in your document as a professionally presented hardcopy at the due date.