



VIRALTECH

Team Standards Document

9/27/2019

Team Name: ViralTech

Sponsor: Jonathon Todd

Mentor: Scooter Nowak

Jialei Chen

Carl Porter

Colton Spector

Weiheng Su

The point of interest for this document is to ensure that the entire team is able to establish a common understanding of expectations, and facilitate efficient and effective collaboration. Labeled in the document are standards the team has agreed to adhere to during the duration of our project.

Team Members & Roles

- **Team Leader:** Carl Porter
- **Customer Communicator:** Carl Porter
- **Recorder:** Colton Spector
- **Architect:** Colton Spector
- **Release Manager:** Jialei Chen
- **Coder:**
 - Weiheng Su - Front-end
 - Colton Spector - Front-end/Back-end
 - Carl Porter - Backend
 - Jialei Chen - Front-end
- **UI/Graphic Design:**
 - Jialei Chen
 - Colton Spector

Team Meeting Expectations

- **Meeting Times:** Mondays 5pm-6pm || Thursdays 5pm-6pm
- **Agenda Structure:** All meetings begin with a 2-4 minute update report from each member on their activities since the last meeting. The rest of the meeting is for decisions for the project for systems, designs, and protocols. All research and coding should be accomplished prior to showing up to the meeting. Delegation of work will also be decided in this time.

- **Minutes:** Following the Meeting minutes template stored on the Google Drive. Meeting Minutes distributed via Google Drive also.
- **Decision-Making Process:** We will make decisions by unanimous agreement of a 3/4th majority vote.
- **Attendance:**
 - Consequences for unreported missed absences
 - 2 - Formal email from the team
 - 3 or 4 - Formal email from the team and the mentor
- **Conduct:** If an issue is raised, all parties get to express themselves then the issue will be resolved in a polite manner with a 3/4th majority vote.

Tools & Document Standards

- **Version Control:** Github
- **Issue tracking:** Issue tracking will be done via a Trello board shared with the group
- **Word Processing and Presentation:** word processing and presentation will be done on Google Documents. Graphical design will be comprised of the style sheets used in Web Development and open source imaging software.
- **Composition and Review:** For larger document deliverables, the team will assign sections to be written by individual members. All parts are due 24 hours before the assignment or deliverable is due. Parts should be final and ready for the editor to piece together. All details should be included for the editor so nothing more has to be done on their part.

Team Self Review

Self-assessment: Once a month, we will each present our self-assessment within the first 10-20 minutes of the meeting. The self-assessment will include: things I've done well, things I need to work on, planning for improvement, etc.. Group discussion and comments will follow.