



Team Standards

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Team Mentor: Andrew Abraham

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Introduction

This document contains the information regarding how Team Biosphere will operate as a whole. Some topics included in this document include but are not limited to: team roles and responsibilities, code of conduct, and documentation standards.

Team Members and Roles

It should be noted that this table outlines the formal roles and responsibilities of each member. However if it is deemed necessary then other members will be asked to assist.

<u>Team Role & Description</u>	<u>Team Member(s)</u>
Team Leader: The team member that coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts.	Wesley Smythe and Kainoa Boyce
Client Communicator: The team member that coordinates and conducts customer communications.	Wesley Smythe
Recorder: This team member maintains detailed meeting minutes.	Kainoa Boyce
Architect: This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.	Chufeng Zhou
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.	Greg Geary
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.	McKenna Chun

Team Meeting Expectations

Meeting Times

This section outlines the different meetings that we have scheduled as well as their frequency.

Meeting Type	Frequency	Time
Client	Weekly	Monday :: 1:30pm - 2:30 (MST)
Mentor	Weekly	Tuesday :: 4:00pm - 5:00pm (MST)
Team	Weekly	Friday :: 7:00pm - 8:00pm (MST) or Directly after capstone - time permitting
Impromptu	As needed	See whentomeet

Agenda Structure

The agenda structure acts as an organizational outline to manage the order in which certain tasks will be discussed. There is no penalty for not following the agenda structure; However, failure to do so may result in unnecessary confusion.

- 1. Previous Topics:** We will discuss topics from previous meetings or tasks outlined in previous task reports.
- 2. New Topics:** We will discuss topics that are either on-going or upcoming. This includes but is not limited to new technical tasks or new capstone course assignments.
- 3. Work Delegation:** We will assign tasks to the appropriate individuals based on: experience, team role, and free-time. Free time is included in our considerations in order to prevent overwhelming a team member.

Minutes

As noted above, Kainoa Boyce is responsible for recording and distributing the meeting minutes. As a group we decided on the following recording and distribution methods:

1. **Recordings:** Team meetings will be recorded as posted to a google sheets document entitled "Past Zoom Meeting Recordings."
2. **Meeting Notes:** Notes regarding the topics of conversation will be stored in a google document entitled "Meetings Notes."
3. **Discord Announcements:** An announcement will be made in the team discord chat in order to quickly inform and remind team members of our current status regarding development and assignments.

Decision-Making Process

If a disagreement arises within the group on any choice, whether document design or application development, the situation will be solved by a majority rule. Given that our group consists of five (5) team members a majority rule will consist of three (3) of the five (5) members agreeing on a decision. If the situation arises in which a decision must be made at a meeting in which not all team members are present the majority will be defined as all except one of the present members.

Attendance

Attendance is expected for all meetings unless an unplanned meeting arises. An unplanned meeting can be defined as a meeting with less than 48 hour notice. If a member is unable to attend a meeting, it must be communicated to the group within six (6) hours of the meeting (unless it is due to an illness or emergency). Tardiness to meetings is allowed as long as it is done within the first 5 - 7 minutes, or if it is communicated to the group prior to the meeting. If a team member misses two or more consecutive meetings (team, client, or mentor) then this will be discussed with the group. The discussion will simply consist of an explanation on why the member was unable to attend and if there is a way to prevent this in the future. If necessary a remedy for consistent meeting absence(s) may require the meeting time to be shifted.

Conduct

If there are issues such as interpersonal disputes, nonparticipating members, or team members going against the group's wishes, the following actions will occur:

1. The issue will be discussed either in private with the involved parties
2. The issue will be brought to the attention of the group as a meeting topic.
3. The issue will be discussed in private or as a group with the team mentor.
4. The issue will be discussed with the CS Capstone Organization.

If more pressing issues arise such as a divided team, then the following actions will occur:

1. The issue will be discussed at the next team meeting. If the issue is more serious then an impromptu meeting will be called with as little as an 18 hour notification window.
2. The issue will be discussed at the next team mentor meetings.
3. The issue will be discussed with the CS Capstone Organization.

Tools and Document Standards

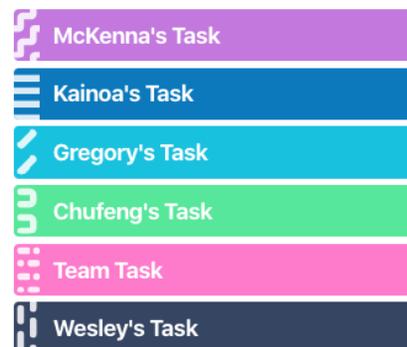
This section outlines some of the tools that will be used throughout the capstone process. This is not an exhaustive list and it may be subject to change if it is shown to be an inefficient system.

Version Control

In order to share, maintain and manage the codebase(s) associated with our capstone project we will use a publicly available [git repository](#). There will be limitations in place such that only approved members may commit changes to the repository.

Issue tracking

Trello will be used to manage all tasks in relation to the capstone development process. They will be assigned using color coded labels.



Word Processing and Presentation

A shared google drive will act as the team hub for all documents ranging from document deliverables to design review presentations. Some files may be created through other pieces of software such as iMovie or Microsoft Office; However, they will all be stored in the shared drive.

Composition and Review

Smaller documents and assignments can be delegated to a single individual. Larger document deliverables will be delegated as the team sees fit. This delegation will be tracked by Trello and a label will be placed on which individuals will be participating in each assignment (See Issue Tracking for reference.) In order to ensure that the task will be on-time and high quality we will abide by the following submission guidelines. If a document or assignment is less than 5% of our grade or will be less than 10 pages, the assignment will be completed 24 hours earlier than the intended deadline. If a document is worth more than 5% of our grade or is greater than 10 pages, the assignment will be completed between 48 - 72 hours before the intended deadline. These guidelines are implemented to enable all team members to review the entirety of an assignment prior to submitting. These guidelines hold a secondary purpose as noted by our mentor. Should a team member be unable to complete an assignment or their respective task, this window allows the other team member to assist in completing the assignment.

Team Self Review

Team self reviews will be conducted by an anonymous google form that will be sent out every two weeks. The form will allow team members to voice their honest opinions without association. The self review will be sent out the first and third Monday of every month (with expectations for institutional specified breaks.) Responses will be due by 3:00pm (MST) on the Friday of the same week. The results of the self-review will then be reviewed at the Friday team meeting or at an impromptu meeting that will be scheduled on the nearest Monday.