Team DataBit

Team Standards
September 15, 2020

Team Members: Andrea Caviglia, Cheyenne Clutter, Samantha Rodriguez, Jensen Roe, Steven Sprouls

Sponsor: Dr. Kyle N. Winfree

Mentor: Dr. Eck Doerry

Overview

The purpose of this document is to specify the roles of each team member and to establish a common understanding of expectations, including protocols for conduct and communication, tool and document standards, and a process for internal review.

Team Members and Roles

The following section describes role assignments and responsibilities involved in fulfilling said roles. Depending on the project's needs during the development process, these assignments may be up for review during a team discussion and are also potentially subject to change.

Team Leader: Steven Sprouls

The team leader will coordinate task assignments and ensure work is progressing, run meetings, and make initial efforts to resolve conflicts. This member will also coordinate and conduct customer communications.

Technical Editor: Andrea Caviglia

The technical editor is responsible for looking over documents and ensuring that all work is professionally written and formatted before being handed in.

Architect: Jensen Roe

This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.

Release Manager: Yen Clutter

The release manager 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.

Quality Assurance Manager: Samantha Rodriguez

This team member will oversee testing and bug fixing, evaluating test results against expected results as well as documenting issues as they arise.

Front-End Developer: Cheyenne Clutter, Steven Sprouls

These members are mainly responsible for front-end development and any CLI or GUI implementation.

Back-End Developer: Andrea Caviglia, Samantha Rodriguez, Jensen Roe

These members are mainly responsible for back-end development, including database management and optimization.

Team Meeting Expectations

Meeting Times: Weekly meetings will be held at 6:00 PM on Mondays using Zoom. These meetings should not exceed 2 hours in length; in the event that more time is needed, then a second meeting will be quickly discussed and scheduled for another date. If there is a need for an unscheduled meeting, the person requesting the meeting should message the team in Discord, providing at least 2 hours to allow members to respond. Impromptu meetings should also not be held between 10:00 PM and 10:00 AM. It is not expected that everyone will be able to make it to these unscheduled meetings, but negotiations concerning availability should be made prior to the meeting to allow as many members as possible to attend.

Agenda Structure: All meetings will begin with each member quickly stating what they have accomplished since the last meeting and what they are currently working on. This progress update should take approximately 2 or 3 minutes. From there, team members are encouraged to discuss any questions, concerns, suggestions, etc. that they may have with the group. The last portion of the meeting will be dedicated to discussing tasks, including assignments, basic plans, and deadlines, which will involve reviewing the current task report.

Minutes: Meeting minutes will be found in the designated Google Drive folder that is shared with all team members. There will be a blank template that outlines important parts of the meeting, including attendance, when the meeting began and ended, retrospective notes, points of discussion, and a to-do list.

Decision-Making Process: A majority rule will be the preferred method of making decisions and settling disagreements. If members can not reach some manner of consensus on a major decision, then the team will consult the mentor, Dr. Doerry.

Attendance: In the event that a team member knows they will miss a scheduled meeting, they must make an attempt to notify and explain their situation to the rest of the team as soon as possible. If this happens routinely, however, then the team will hold a discussion with the concerning member to determine an appropriate action. Barring emergencies, missing more than one meeting without advance notification and sufficient reasoning may result in a warning issued to the offending member. Likewise, team members are expected to be present at meetings on time and must inform the group if they will be late. The team will only delay meetings up to 5 minutes in order to wait for an individual before proceeding and marking that member as tardy. Regularly showing up late will also be grounds for disciplinary action.

Conduct: During meetings, the team lead will ensure that interactions remain respectful and relevant to the matter at hand. Otherwise, general conflict resolution will be prefaced by politely informing team members of their perceived behaviour, and trying to come to an informal agreement. If the problem persists, the team will hold a meeting to formally discuss the issue and a solution, and any further difficulties in trying to resolve this conflict will result in contacting the CS Capstone Organizer.

Tools and Documentation Standards

Version Control: Version control will be done through a shared repository on GitHub using the Gitflow standard. There will be a working master branch with functional code, and individual tasks will be delegated to their own branch for review by the release manager. All branches and commits must have clear and concise descriptions. Team members will not be allowed to push anything directly to the master branch.

Issue Tracking: Informally, the team will have an issue tracking tab in Discord to monitor task documentation and current progress. This will be updated according to information recorded in the meeting minutes and as members report the completion of assigned tasks. The weekly task report will be formally used for tracking tasks and issues.

Documents and Presentations: In order to collaborate on documents and presentations, team members will utilize Google Drive for its relative ease of use and real time editing. The technical editor may also employ other software at their discretion (e.g. Microsoft Word) in order to make final formatting changes, but only after all other team members have finalized their writing.

Document Review Process: The technical editor will review and make necessary edits to any documents before they are to be submitted. Deliverables must be given to them at least 4 days before they are due in order to allow enough time for them to make revisions and/or request changes from other team members. The technical editor will make these requests within 1 day of receiving the deliverable, and team members must resolve any issues no later than 2 days before the due date. Finally, the technical editor will upload the finished document to Discord for final review, with an allowance of at least 2 hours before submission.

Team Self Review

At the end of each month, each team member will review their own performance on the basis of what they believe they have done well in and what they need to improve on. During the last meeting of the month, the team will discuss these impressions and provide constructive feedback to determine structurally what may be working and what might require some adjustment going forward.