Lev Tours
Team Standards Document

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Sponsor: Dr. Michael Leverington

Mentor: David Failing

Members

Erik Clark

Kyle Savery

Alexis Smith

David Robb

Ariana Clark-Futrell

Introduction:

This Document will outline the team roles, expectations, standards, and self reviews. The team roles are what each team member considers to be their role in the group, what those roles entail and the roles responsibilities. The expectations for the team meetings are times or meeting minutes, meeting agendas and so forth. The standards are an outline of how technical work should be done in order to keep organized during this year. Finally self reviews are peer reviews and how they are handled.

Team members and roles:

Team member: Erik Clark, roles include team leader and coder. As Team leader it is their job to coordinate task assignments and ensure work is progressing, runs meetings, and makes initial efforts to resolve conflicts. As coder their job is to help work with others to produce code for this project.

Team member: Kyle Savery, roles include architect and coder. The role of architect is to ensure that key design elements are met throughout the course of the project. As coder they are involved with creating, modifying, and testing the programming aspects of the project.

Team member: Ariana Clark-Futrell, roles include communicator, meeting recorder, and coder. As the communicator I will be contacting the sponsor with updates and making sure that we do our best to meet his requirements. As the meeting recorder I will be keeping records of what is discussed and for how long. As coder I will help produce quality code with the team this includes modifying and testing the code as the project progresses.

Team member: David Robb, roles include Release Manager and coder. As Release Manager it is their responsibility to coordinate project versions and branching, review and clean up commit logs, making sure they are accurate, readable and understandable. As coder they will help produce quality code with the team this includes modifying and testing the code as the project progresses.

Team member: Alexis Smith, role is lead coder. As a coder I will be producing quality code with the rest of the team. I will aid in making sure code is high quality and modifying the code.

Team Meeting Expectations

Meeting Times:
- Mentor Meeting Time: Friday 10:00 - 11:00 am
- Team Meetings: Monday from 2-4 pm
- Any impromptu meetings will be communicated as soon as they are scheduled via Microsoft Teams, e-mail, and text to ensure that a member has the highest probability of seeing the notification in enough time. These meetings may be called by any member of the team in order to get work of great importance done. All members must try their best to make these meetings if at all possible.

Agenda Structure:

All team meetings begin with a quick 2 minute update report from each member on their activities since the last meeting. Followed by a quick question session to answer small questions about tasks that need to be completed. All team members are required to let the team know if they need to miss a team meeting for personal reasons, if so they should have their 2 minute update report sent in as a text based document. Tasks with the highest priority will then be brought up and analyzed by the group and delegated to proper members. Creating a rough schedule for the coming 1-2 weeks will then be done as well as the task report for the week. Finally, any technical questions that arise will be answered in this time slot. Any concerns can also be brought up and discussed as a group such as, a failure to complete a task.

Team Decision Making:

Ideally all team members will agree on a decision, however any disagreements will be resolved following a ⅗ majority vote on the subject. For a project of this size, we will need to stick to a very rigorous schedule and as a result after a decision is made there will not be a lot of time for a member to call for reevaluation.

Team Conduct:

During mentor meetings it must be kept professional and non-constructive interactions should be kept completely out of the meeting unless all meeting points have been met and there are no more constructive questions or tasks that can be done. During team meetings non-constructive interactions should be limited as much as possible however minor amounts here and there can be tolerated as long as they are not during important conversions such as task delegation. Continual non-constructive interactions can be called out by any group member in a constructive way.

Attendance and Performance:

      Our group will operate on a strike system such that if a member receives 3 strikes then the rest of the team will approach the capstone organizer about the situation. For each strike we also discuss the reasoning behind it with our mentor, who is then the final decision in whether a member receives a strike. Reasons for receiving a strike are as follows:

- If a group member misses more than one meeting (and for all missed meetings thereafter) without providing an excuse prior to the meeting commencing, they will receive a strike.
- If a group member misses a deadline on a task they were assigned and has no work to show they at least put some effort into the task then they will receive a strike. Whether or not something has been given "Some Effort" will be decided amongst the rest of the team.
- For an instance where a team member's effort is decided as sufficient, then that person will not receive a strike. However, any subsequent missed deadlines regardless of effort given will receive a strike.
- If deadlines are being met, but the work done by a member is not up to the standards as decided on by the rest of the team, then we as a group will talk with them and explain how we would like their work to improve. On their next unsatisfactory deliverable, we will again speak with them about their performance. After this two mini-strike system, they will then be receiving full strikes for unsatisfactory work.
- In regards to GitHub, a member should not make changes to any parts where they are not the primary individual responsible for that section. They are however welcome and encouraged to suggest edits, where big enough edits may need to be decided upon by the team.
- If a member continually misses the designated response time for communication (see Communication) by a large margin this is also reason for the team to discuss a member's behavior.

Tools and Document Standards

Communication: Primary communication will be done through Microsoft Teams. There will often be additional communication through texting and email. Time to respond to a given message is at most 4 hours.

Version Control: Each new iteration of code should be updated with version control.
Small updates done as 1.01 -> 1.02
Large updates done as 1.05 -> 2.01
We will be releasing most versions on GitHub to be shared with team members as well as the sponsor and mentor.

Issue tracking: We will use a Kanban board such as trello to keep track of tasks.

Word Processing and Presentation: We will make use of Google suite for collaboration items that we may need.

Composition and Review: After completing a deliverable, at least 2 other members would peer review work with the larger documents being reviewed by the whole team.

Team Self Review

Team self review will take place bi-weekly and happen during the start of the team meeting. Each member should have a small list of things they have done well/completed, things they need to work on, and plans for improvement. Afterwards we will allow time for team feedback on agreement of things done well or constructive ways to help improve.