Team Standards
Team Osiris
2020-09-16

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Introduction

The purpose of this document is to describe the team standards for Team Osiris. The team role(s) for each member will be outlined, as well as expectations for team meetings. The document will also describe the tools and document standards to be used by the team, as well as the format for self-reviews.

Team Member Roles

Team Leader	Evin Dunn
Customer Communicator	Darius Dumel
Recorder	Sara Huber
Architect	Milton Ibera
Release Manager	Rebecca Leggett

Coding Leads

ISIS3 Command Integration	Rebecca Leggett
Pipeline I/O	Darius Dumel
Data (de)erialization	Milton Ibera

Team Meeting Expectations

Meeting Times

Team mentor meetings are Mondays at 4PM, with a team-only meeting immediately following if necessary. The team has also committed to meeting on Thursdays from 4PM to 5PM. Impromptu meetings can be scheduled via Discord, the Team's collaboration app.

Agenda Structure

1. Roundtable description of work since the previous meeting (~5 mins)
2. Discussion of current priorities (~15 mins)
3. Delegation of work until the next meeting (~10 mins)
4. Roundtable comments/discussion (As needed)

Minutes

Minutes will be taken in markdown in a shared document. We will have a team drive to host the minutes log. All minutes will reflect the agenda structure above. Roundtable sections will be annotated per team member with the corresponding team member name.

Decision-Making Process

The team will vote on major decisions, with a simple 3-2 majority deciding the outcome in the case of two options. In the case of more than two options, the team will vote on options two-at-a-time until only one option remains.

Attendance

Members are allowed to miss as many meetings as they need, but members who do not attend for two weeks in a row without a good excuse will be subject to disciplinary action. If two consecutive team meetings are missed, the remaining members will vote on whether to report the missing member to the team mentor, with the team lead deciding ties. If more than two consecutive meetings are missed, the member will be reported to Dr. Doerry without a vote. If the team lead is the offender, the remaining team members can choose to elect a new team lead. The same rules apply to mentor meetings.

Conduct

Meetings will be loosely moderated by the team lead, with roundtable discussions being led by the current speaker. Responses to roundtable speakers will be held until the speaker has finished. Internal disputes will be voted on, with the result requiring a simple 3-2 majority. Team members who disregard votes, disrespect other members, or do not participate in the project will be subject to a disciplinary vote, with the team lead deciding ties. If the team lead is the offender, the remaining team members can choose to elect a new team lead. Any member can bring a disciplinary vote against another member. Members who have been ruled against in a disciplinary vote will be reported to Dr. Doerry.

Tools and Document Standards

Version control, issue tracking and task management will be handled on the team GitHub organization to keep the team as centralized as possible. Our Release manager will be final reviewer of all merges into the master branch as well as overseeing larger unresolved issues. Team members will use Google Drive and Google Docs to upload and edit documents and deliverables. Our team will use DaVinci Resolve and Camtasia to edit our video presentations. Team members will have all documents uploaded 24 hours before each deliverable so that the lead editor can review before submission.

Team Self Review

For our team self review, members will fill out the following form:

Self-Review For 2020-09-18	
Items Worked On	● Item A ● Item B ● Item C
Strengths	● Item A looks good ● Item C has good code
Weaknesses	● Item B is hacked-together
Team Member Comments Someone said Item A didn't look as good as I thought it did. Someone else said Item B isn't that bad.	

Reviews will take place during the last team meeting of each month. Members will have "Items Worked On", "Strengths", and "Weaknesses" filled out prior to the meeting. During the meeting, members will take turns discussing their self-review, and the other members will make productive comments. These comments will be entered in the "Team Member Comments" section of the form.