Team Standards

SmartTalk

September 11, 2020

Sponsor: Dr. Okim Kang

Mentor: Fabio Santos

Team members: Joseph Vargovich (Lead), Andrew Munoz, Kehan Cao, Christian Bito-on, Malik Jones

Intro:
The purpose of this document is to determine the roles of each member in the group. Also determine expectations on meeting times, decision making process on the project and rules of attendance. Overall this gives everyone an idea on what things that we need to get done and what is everyone's responsibility in order to fulfill all the requirements that are expected to be done.

Team Members and Roles
Team leader: Joseph Vargovich
Customer Communication: Andrew Munoz
Recorder: Malik Jones
Architect: Christian Bito-on
Release Manager: Kehan Cao
Coder: Christian Bito-on

Team meeting Expectations

Meeting Times: Thursday evenings, from 4:30 to 5:30pm depending on the amount of content we need to discuss. We will determine additional meetings beyond this time if necessary. We will meet with our mentor Fabio Santos at least once a week on Tuesday morning at 10 -11am. We will meet with our client regularly to discuss progress and gather additional feedback.

Agenda Structure: Brief intros on the previous week's progress. These do not need to be extremely long as we will be communicating through Discord routinely anyway.

Minutes: Minutes will be taken with a standard Google Doc at each weekly meeting. We would rotate between who is taking the minutes to divide this responsibility fairly.

Decision Making Process: During our meeting, in case we come into a disagreement we will vote as a group on the design of the project. As a group this seems like a good decision because there is an even amount of members in the group, but if it is a tie we will bring it up to our mentor and get his insight.

Attendance: Mandatory for weekly meetings within our team and with our mentor. The mentor meeting is in a slightly troublesome spot for one of our members, so an occasional late arrival is expected. It will not exceed a few minutes late however.

Conduct: If a member in the group is causing conflict with another member in the group they will get a three strike penalty. The first strike will be all group members attending a meeting on the matter and trying to resolve this issue. Next, if the problem has not been resolved we will take the issue to our mentor Fabio Santos. Lastly, bring the issue to the capstone organizer Dr.D if the issue has not been resolved.

Tools and Document Standards

Version Control: The two tools that we are going to use for version control are Git and Github. We are going to use Github to act as our central repository for our project source code. As for Git we will use for managing the branches and push them onto the team Github.

Issue Tracking: The tools that we are going to be using for this project are Github issues, and Discord.

Word Processing and Presentations: Google Slides for simplicity making presentations, but LaTeX is better for creating technical presentations with complex equation notation. Google Docs is great for collaboration on documents and memos. Gimp is my go to for image creation and graphic design. It is free software that is very similar to Adobe Photoshop.

Composition and Review: Malik will be the editor of all the deliverable documents at hand before the deadline to make sure it is formatted correctly and well written.

Team Self Review
Our team will be doing self reviews every month to discuss the performance of everyone in the group. By doing this self performance and peer performance reviews this will give everyone a chance to share their ideas and to look for improvement. Overall the team meetings tend to be informal but depending on the situation that is at hand.

Bad Weather
If one of our team members misses a meeting without prior notice, the team leader will reach out to see what happened and notify the mentor if necessary. The team is free to contact the team mentor or Dr. D themselves if the team leader is not cooperating with the team standards. If a team member is overwhelmed by outside circumstances, such as exams or personal issues, they must notify the team so they can receive assistance on their part of the project if needed.