

# Team Standards

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**CartoCosmos**

Sponsor: USGS Astrogeology Science Center

Mentor: Isaac Shaffer

Scott Ames

Jacob Kaufman

Kaitlyn Lee

Christopher Moore

## Introduction

Team standards establish a common understanding of expectations and facilitate efficient and effective collaboration. Without these norms, teams have difficulty communicating and cooperating since each individual may have a different interpretation of how things should be done. The key to effective teamwork is shared agreement on the expectation of teammates concerning how the team will function.

## Team Members and Roles

### Kaitlyn Lee

- Team Leader
  - Coordinates task assignments, ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts.
  - Sets up and Organizes tools that will be used by the team, i.e., Google Drive and Trello.
  - Facilitates customer communication. This includes sending emails and setting up meetings.
- Back-end Developer
  - Develop Leaflet and Jupyter Notebook solution.

### Scott Ames

- UI/UX Developer
  - Designs front-end and GUI.
- Web Developer
  - Designs, implements, and monitors the website.

## Jacob Kaufman

- Architect
  - Ensures that core architectural decisions are followed during implementation.
- Back-end Developer
  - Develop Leaflet and Jupyter Notebook solution

## Christopher Moore

- Recorder
  - Take meeting notes and upload notes to the team's Google Drive.
- Back-end/Front-end Developer
  - Develop Autocomplete solution.

All team members will be presenting, writing documents, and coding. Once we get a better understanding of the project, we will be able to split coding into smaller tasks.

### Team Meeting Expectations

- **Team meeting times:** Mondays at 4 PM through Discord. If needed, additional meetings may be held on the weekends or Fridays. Please see the communication memo for details for how to schedule additional meetings.
- **Team Coding Meetings:** Monday directly after our team meeting. You must complete at least one hour of coding with the team before you are able to leave. If you can not stay an hour you must communicate with the team 24 hours before the team coding meeting.
- **Communication:** We will be communicating over text, email, and Discord. If you have an urgent message, send a text to the team. Otherwise, messages should be sent in Discord. Please see the communication memo for more details. We will be

communicating with the USGS team through Gitter and email. If you have a question for the USGS, send a question directly to them in Gitter.

- **Agenda Structure:** Each team member will give a brief description of what they have done, what they plan to do, and if they have any barriers. We will then go over the Task Report and any other documents we need completed that week.
- **Minutes:** Christopher Moore will take minutes at every meeting: team, mentor, and client. The minutes will be posted on the team Google Drive. Meeting notes must be up on the team's google drive 24 hours after the meeting. The template for the notes is below:

Meeting Minutes # <> - CartoCosmos

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**Location:** [Location]

**Date:** [Date]

**Time:** [Time]

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**Attendance**

[List attendees if necessary]

**Agenda Items**

1.

**Action Items**

1.

**Discussion Notes**

Other important details discussed during the meeting can be entered here.

- **Decision-making process:** We will make decisions with majority rule. If we are split evenly, we will work as a team to try to compromise.
- **Attendance:** If a person knows they will be late to a meeting, the rest of the team expects a message at least 24 hours ahead of time. If a person does miss the meeting, the team member should go over the meeting notes with the team leader. If a person

misses three meetings without previous warnings, the rest of the team will have a meeting and discuss what course of action to take.

- **Conduct:** The team will first give a heads-up to the person. If the problem persists, the team will have a formal meeting to discuss the issue. Finally, if the problem still persists, we will have a meeting with our mentor. All team members will be responsible for keeping meetings on track. If a topic is taking up too much time, the team leader will get the rest of the team back on track.

### **Tools and Document Standards**

- Version Control: We will be using GitHub for our codebase. The URL is:

<https://github.com/CartoCosmos/CartoCosmos>

All team members will follow the guidelines outlined in:

<https://github.com/CartoCosmos/CartoCosmos/wiki/Git-Workflow-and-Helpful-Git-Commands>

- Issue Tracking: We will use GitHub Issues to track issues. All work completed will need a corresponding issue. Tag issues with the correct label.
- Word Processing and Presentations: We will be using Google Docs and Google Slides for documents and presentations. We will use Sketch for graphic design. We will use LucidChart for UML diagrams. We will keep all documents and presentations in the team Google Drive.
- Composition and Review: As a team, we will all work on each document and proofread. We should have all parts done a week in advance for a team edit period. Team members have two days to go through each section and make comments. Then, each team

member has two days to address those comments. Finally, the team has 1-2 days of extra editing.

### **Written Paper Expectations**

- **Section Assignment:** When a paper is coming up we will assign parts of the paper at our team meeting. The parts you get assigned will be finalized in our task report of the week.
- **Rough Draft:** It is expected that for each rough draft, each team member presents their well-written section on the due date we set as a team during our team meetings. The due date will be in our finalized task report. Each section of the paper must fit the written requirements explained in the assignment document Dr. Doerry gives for every paper. Each team member must reread and edit their own sections before the rough draft due date to ensure the quality of the draft.
- **Editing Process:** It is expected each team member will read and make comments on all other team members sections with ideas on how to make their sections better. That is, each team member will make at least one comment to every team member's sections (if someone has 3 sections, at least 1 comment is needed, not 3). It is also crucial for each team member to read the comments left on their respective sections and fix the issues stated in them before the due date set by the team. The due date for edit fixes will be finalized in the task report for the week. If you fixed something brought up in a comment, resolve the comment.
- **Final Draft:** It is expected for a Final draft each team member must edit and fix their own sections based on the feedback given back from our team mentor. It is also expected each team member will read and make comments on all other team member's sections

with ideas on how to make their sections better. The final draft due date will be set in the team meeting and finalized in the task report for the week.

### **Coding Expectations**

- **Coding Assignments:** As a team, we will assign which team member is going to be doing what part of the coding for our assignment. When you get assigned sections, it is expected each team member will create a plan on how they will complete it. Again, each team member will add an issue and a task in the task report for all assignments. All code must be uploaded to our Github page with a PR. A PR needs 3 approval reviews to merge.
- **Coding Due Dates:** It is expected each team member to finish their coding assignment by the date listed in the task report. If you are unable to finish the assignment by the date assigned, you must communicate the following to the other team members:
  - Why you were not able to complete the task
  - What you are going to do to complete the task
  - When you are going to complete the task

You must also update the task report with subtasks of the original task. This process must be completed 24 hours after the original due date was passed.

- **Demos:** For every demo, each team member will have their parts completed at least 12 hours before the demo. Code will be uploaded in a PR. All demos are to be shown to the team before giving them.

### **Task Report Expectations**

- **Tasks:** All team members will be responsible for adding their own tasks in the task report. This includes moving what tasks were completed and adding this week's and upcoming tasks. Tasks need to be added by Wednesday morning at 8 a.m.