



Team Ceres

Team Standards

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Team Mentor: Fabio Santos

Team Members: Javier Quintana, Joseph Sirna, Miles Barrios, Zach Messenger

Introduction

Overview: The purpose of these team standards is to delegate the roles of Team Ceres' members and to address team meeting expectations, document standards, and overall best practices when working on this project.

Team Members and Roles

Javier Quintana:

- **Team Leader**
 - **Coordinate team meetings, tasks, and assignments**
- **Customer Communicator**
 - **Reach out to clients and mentors with updates pertaining to our work**
- **Coder**
 - **Front-End Developer**

Zach Messenger:

- **Recorder**
 - **Take detailed minutes for each meeting and provide them to all team members afterwards.**
- **Coder**
 - **Front-End Developer**
 - **Back-End Developer**

Miles Barrios:

- **Architect**
 - **Ensure that all architectural decisions are followed during implementation**
- **Coder**
 - **Front-End Developer**
 - **Back-End Developer**

Joseph Sirna:

- **Coder**
 - **Front-End Developer (ASP.NET, JS)**
 - **Back-End Developer (C#, T-SQL)**
- **Release Manager**

Team Meeting Expectations

Meeting Time

- **Weekly Mentor Meeting - Monday 3:00 PM to 4:00 PM**
- **Weekly Client Meeting - Friday 11:00 AM to 12:00 PM**
- **Weekly Team Meeting - Thursday 4:00 PM to 5:00 PM**

Agenda Structure

Team Ceres' weekly meetings can be expected to follow the following outline:

- 1. The team lead will begin with an introduction to key points that will be addressed in the meeting.**
- 2. Each team member will take a few minutes to discuss any updates or concerns they have pertaining to their responsibilities.**
- 3. Team Ceres will take time to address upcoming issues and work together on assignment designation/responsibilities.**
- 4. The team lead will close the meeting with a call to action and things to expect for any upcoming meetings or events.**

Minutes

Team Ceres' minutes taker will be responsible for keeping track of the following criteria and will distribute them as such:

- **The minute taker will make note of whom the meeting was with**
- **The minute taker will make note of the start and end times we met**
- **The minute taker will note any key points or upcoming tasks discussed during the meeting**
- **The minute taker will post their notes in the Team Ceres Discord**

Decision Making Process

Team Ceres has unanimously agreed that all decisions will be decided by having at least 3 out of the 4 team members vote on any conflict that may arise.

In the result of a tie (2-2), Team Ceres has agreed to further discuss the matter and should that discussion span the remainder of the meeting the two oppositions will be brought to the mentor for a fifth vote.

Attendance

Team Ceres has agreed that any team members are responsible for notifying others of any schedule changes or events that occur before meeting times in order to avoid penalty for lack of attendance and communication.

The following can be expected consequences from the lack thereof:

4 No Shows per Semester - Written Warning Given to The Offender

6 No Shows per Semester - Issue Brought up to the Mentor

If a team member has missed a weekly team meeting, they must notify the others and provide the team with a one-page progress report outlining the work they have done.

Tardiness

Team Ceres has agreed that if a team member is more than 20 minutes late to a client meeting, the tardy team member is urged not to attend the meeting in an attempt to maintain professionalism. The exception to this would be planned tardiness with valid reasoning.

Conduct

The following consequences can be expected (in order) for each of the aforementioned conduct violations found below.

Non Participating Team Members Consequences:

- The offending member will be given a polite warning from the team lead informing them that they are in violation of this conduct rule.
- The offending member will have incurred the wrath of the council and be subject to a disciplinary meeting with Team Ceres' members discussing their performance.
- The offending member will have incurred the wrath of the Capstone Organizer and be subject to a disciplinary meeting with Dr. Doerry discussing their lack of performance.
- The offending member will be exiled from Team Ceres and terminated from their position within the group.

Unintentional Changes without Team Consent:

- The offending member's changes will be discussed in the weekly team meeting and be put on trial to elaborate the changes they made and their justification.
- Any repeat offenders found guilty of changes that were not made in favour of the council shall expect to have a weekly team meeting dedicated to themselves reeducating them on the team standards and procedures.

Intentional Changes without Team Consent:

- The offending member's changes will be discussed in the weekly team meeting and be put on trial to elaborate the changes they made and their justification.
- Any repeat offenders found guilty of changes that were not made in favour of the council are subject to have their role revoked from the Team Ceres repository, therefore being unable to participate in team collaboration.

Professionalism:

- Should professionalism be a concern for one of the team members, they will be formally reprimanded and reeducated on the expectations when meeting with the mentor and clients.

Tools and Documentation Standards

Version Control

Team Ceres has agreed that the version control software that we will be using is GitHub. Team Ceres has created an organization and repository containing all code and documentation online for all members to see. The release manager reserves the right to do as they see fit with the repository.

Issue Tracking

Team Ceres has agreed to manage issue tracking using the Team Ceres trello board. Trello is a great resource that can be used to maintain priority tasks and view who was assigned each one. It is available online for everybody to use and will be updated as tasks get finished throughout the year.

Word Processing and Presentation

Team Ceres' members will be required to use either Google Drive and Microsoft Office products for any document deliverables throughout the year.

All members are responsible for maintaining and formatting deliverables in a consistent manner and can be expected to use the same title page for each one.

Presentation software will be determined by Team Ceres and is subject to change depending on the type of presentation or medium that it is delivered (IE: In-person presentations, online presentations, etc.)

If any other tools become necessary, the team will agree upon a new technology that everyone has access to in order to ensure proper coordination.

Composition and Review

Team Ceres has agreed that each document composed will have an assigned editor that the team agrees upon. Each team member will be expected to prepare their portion of the composition and provide it to the editor before the agreed upon deadline (set before the document due date). This will be done to allow the editor ample time to piece the final document together in a seamless manner.

Team Self Review

Once per month, Team Ceres' members will hold a team meeting discussing their own self-assessments of how said members think they are performing. The rest of Team Ceres will discuss their impressions of the self-assessment and provide constructive feedback to the team member. This is done to ensure that all team members are contributing to the project and that everyone is content with each other's performance.