

Team Standards

9/14/20



Team Name - Efficient Tester

Project Sponsor: Dr. Tara Furstenau

Team Mentor: Tomos Prys-Jones

Team Members

Tyler Conger

Miguel Villareal

Xiaobai Li

Bailey Mauss

Yihao Lu

Introduction

This is the standard team members are expected to adhere to as they work on the project. And the roles of each member are assigned. Here we will introduce our expectations, development tools, document standards and team self review.

Team members and roles

- **Team Leader:** Tyler Conger
- **Customer Communicator:** Tyler Conger
- **Recorder:** Xiaobai Li
- **Architect:** Miguel Villareal
- **Release Manager:** Bailey Mauss
- **Coder:** Yihao Lu

Team meeting expectations

- **Meeting Times:**
 - Team Meeting: Monday 6:00pm - 7:00pm in zoom. (If needed we will schedule additional meetings)
 - Mentor Meeting: Monday 3:00pm - 4:00pm in zoom(temporary).
 - Sponsor Meeting: Wednesday 2:00pm - 3:00pm in zoom.
- **Agenda Structure:**
 - Everyone reports his/her own progress.
 - Explain the difficulty of your task and work together to solve it.
 - Assign tasks for a week.
- **Minutes:**
 - Minutes will be uploaded on Google drive within a day by recorder.

- Minutes will follow the structure of the term agenda as well as any other.
- **Decision making process:**
 - If there is disagreement, the minority is subordinate to the majority.
- **Attendance:**
 - If members cannot attend the meeting on time, they should inform other members 24 hours before the meeting starts and choose another time for the meeting
 - Everyone is allowed to miss 1 meeting without penalty. If members miss two to five meetings, we will consider the penalty and use it as our team fund. If members missed five meetings without reason, we'll let the professor know. Members will be examined according to the CS Capstone Policy and Process for managing non-performing Phase2.
- **Conduct:**
 - Topics of discussion should remain within the course of the project.
 - Any suggestions on the project during the team meeting are most welcome.
 - Any conflict can be resolved in a group meeting. If there are internal irreconcilable contradictions, members can report to Dr.D.
 - Slack is the team's primary means of communication. We create a channel called 'immediate-response'. Every member must reply to the message from that channel as soon as possible. Especially if your name is mentioned with @ mention function.

Tools and documents standards

- **Version Control:**
 - Will be done on Github.
- **Issue Tracking:**
 - Trello will be used for documenting open tasks, assigning tasks, and monitoring task completion.

- Github's issue tab will be used once we begin the coding process.
- **Word Processing and Presentation:**
 - Google Drive, Google docs and Google Slides.
- **Composition and Review:**
 - Any assignments that need to be delivered are shared in the Google drive. The code will be shared on Github.
 - The deadline for rough draft of assignments is before the mentor meeting every week.
 - Any assignments that need to be delivered will be completed three days before the deadline.
 - Commit by team leader.

Team self reviews

- Our team does a self-check every week or two as needed. And record the self-examination in the meeting minutes of the week. During this period, we will talk about self-expression and team-mate performance. This discussion should lead to a more even distribution of work within our team, the redistribution of tasks based on workload or expertise, and improved individual performance among team members. Discussions will be open and professional.