

Team Standards

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Team Biosphere

Project Sponsor: Jenna Keany, Christopher Doughtry

Team Mentor: Melissa D. Rose

Team Members: Matthew Nemmer, Brandon Warman, Teng Ao, D'Yanni Bigham

Overview

This document goes into in depth details about team guidelines. Such guidelines include who the team members are and which roles they each have. It covers team meeting expectations such as meeting time and places. What to do if someone is unable to attend in person. Lastly, it includes what tools and software will be used to document the creation of Biomapper.

Team members and roles

- Matt Nemmer
 - Roles: Team Lead, Coder
 - Coder
 - Backend
 - C Programming
 - Java
 - SQL Database
 - Frontend
 - HTML, CSS, Javascript
 - Java
 - Team Lead
 - Primary communicator between the team and our mentor and clients
 - Ensures the team stays on track with assignments and due dates
 - Creates the majority of documents
- Brandon Warman
 - Roles: Coder, Recorder
 - Coder
 - Backend:
 - Python
 - Django
 - Frontend:
 - HTML, CSS, JavaScript
 - Databases:
 - SQL
 - Recorder
 - Take notes for team meetings
 - Take notes for client meetings
 - Take notes for mentor meetings
- D'Yanni Bigham
 - Roles: Architect, Coder
 - Architect:
 - Responsible for making sure that architectural decisions are followed during implementation
 - If there is a conflict in an architectural design, consult with team to discuss potential solutions
 - Consult with mentor for feedback on architectural decisions
 - Coder
 - Backend:

- Express/Node.js
 - Django
 - Flask
 - Databases:
 - MongoDB
 - Front-end:
 - React.js
- Teng Ao
 - Roles: Release Manager, Coder
 - Coder:
 - Backend
 - Java
 - Python
 - Frontend
 - HTML, CSS, Javascript
 - Databases
 - SQL
 - Release Manager
 - Ensuring that no code is directly pushed to main.
 - Reviewing PR and making sure they have adequate comments.
 - Testing new code before committing to main.

Team Meeting Expectations

- **Meeting Times**
 - Where: **SICCS building (bldg, #90) Rm: 223**
 - When: **Thursdays from 4 to 5pm**
 - **Client Meetings**
 - Will happen on an as-needed basis
 - **Core Team meetings (situational)**
 - Can take place on Sundays or Thursday afternoons
 - Will be done over Discord
 - Minimum of 30 minutes to an hour
- **Agenda Structure**
 - Team members should open with a report of three things (individual updates):
 - What their current task is.
 - If this is a continuation task from previous week
 - Provide updates on it
 - Have they run into any issues with it?
 - What could others do to help, if needed.
 - Idea on what next task is going to be.
 - (Situational) if a team member needs to demo their task or issue they may take this time to do so.
 - Provide any updates with client to mentor if need be
- **Minutes**
 - One person should be responsible for minutes (preferably recorder)
 - If recorder is absent, any team member can do the minutes for the current team meeting
 - Format
 - Format should follow:
 - General announcements
 - Individual updates (see Agenda Structure---> individual updates)
 - Future plans
- **Decision-Making Process**
 - If a conflict arises on design choices
 - Opposing teammates need to have pros / cons of their design
 - 2-3 for each
 - Team will vote on which design to go for. The teammates who presented get their automatic vote for their design. You are trying to convince the other two members who are undecided. (Need 3 votes total to win)

Tools and Document Standards

- **Version Control**
 - Github will be used for version control
 - Commits
 - **DO NOT PUSH DIRECTLY INTO MAIN BRANCH**
 - If there are commits you want in Main, please submit a PR for it.
 - Even if it is the smallest of changes. We don't want to break our Main code
 - For each PR, it must have a description of what changes you made or what additions you created
 - We will **rebase and merge** our commits
 - Pull Requests
 - Architect will review PR's to see if they are in compliance with requirements
 - Release manager will merge the PR into Main if all is well
 - Branching
 - Team members are allowed to branch anytime (how PRs are created)
 - Just notify team that you branched
 - Forking
 - Team members are allowed to fork and develop on their own private repo.
 - Must not merge code to main unless approved.
- **Issue Tracking**
 - Trello will be used for:
 - Documenting open tasks
 - Assigning tasks to team members
 - Monitor status on tasks
- **Word Processing and Presentation**
 - Google Drive will be used for all of the following:
 - We will have a dedicated Google Drive folder that contains all documents
 - Creating technical documents
 - Font Cambria will be used
 - Creating presentations
 - Spreadsheets
- **Composition and Review**
 - Documents will be edited and maintained on Google Drive.

- Documents should be split up evenly among the team. Each team member will be responsible for completing their part of the document
- Each team member should continuously proofread their work before the final version is submitted
- Each team member should have their portion of the document completed **four days prior to the due date**
- **Final version should be completed two days prior to the due date**
- Architect will be the lead editor for the document
 - Must have final version edited and completed two days prior to the due date
- **Communication Tools**
 - **Email**
 - Should be checked at least once every week-day
 - Primarily meant for contacting the team mentor and clients, as well as sharing large files
 - Emailed files over 25MB will be automatically shared over Google Drive
 - **Discord**
 - Should be checked multiple times a day
 - Communication is required when checking Discord if anything should be said (that is, any comments one may have should be stated immediately)
 - Primary method of communication, providing a system for quickly sharing links and files
 - Shared files can be up to 8MB in size
 - **Text Messages**
 - Team members are expected to have their phone with them more often than not; be available via texting at all times
 - for emergency contacting only such as last-minute meetings and impending deadlines not yet met
 - **Trello**
 - Should be checked multiple times a day
 - Team members are expected to add tasks (cards) within Trello that they feel are important/necessary
 - Tasks are assigned on a first-come first-serve basis
 - If you want a task assigned to yourself, add the task if it isn't already there and claim it by adding your name in the task card title
 - Tasks that are not properly claimed are considered open and free to be claimed by another team member!

Team Self Review

- Self review should be done every two weeks
- Will discuss self-performance and peer-performance
 - In a safe and open environment
 - Discuss creating a more balanced workload
 - Redistributing tasks based on workload or proficiency
 - What team members need to do in order to improve their personal performance
 - **Discussion must be open and professional**

Coding Standards

- **Editors**
 - Visual Studio Code
 - Atom
 - Sublime Text
 - Vim/NeoVim
- **IDEs**
 - *Will add to this as the project progresses*
- **Comments**
 - Functions should have some type of comment at the top stating:
 - Purpose of the function
 - Any parameters
 - Desired output
 - General comments throughout the code are recommended
- **Practices**
 - No single-letter variables will be used
 - Variable and function names must be descriptive
 - Lines of code exceeding 100 characters will be broken into two lines, assuming this is possible for the given language
 - Curly brackets for bodies of functions, if/else statements, or any other nested blocks of code will be given their own line
 - Nested blocks of code will be additionally indented by **four space characters**
 - No redundant boolean tests

< More coding standards will be added as decisions are made further specifying the implementation of the program >

< Once enough coding standards have been added, they can be divided into different categories >