

Team Standards

September 22, 2021



Team HealthLit

Sponsor: Dr. Olivia Lindly

Mentor: Han Peng

Team Members:

Leslie Gurrola, Ahmir Hughes, Devin O'Neal, Brendan Tjeerdsma

Introduction:

To start our capstone project, the Parent Health Literacy Mobile App, we first must create team standards. Our Team Standards create a base of what we expect out of each group member, as well as initialize any rules that we deem to be necessary.

Team Member and Roles:

- *Team Leader* – Devin O’Neal
- *Customer communication* – Devin O’Neal
- *Recorder* – Ahmir Hughes
- *Architect* – Leslie Gurrola
- *Release Manager* – Brendan Tjeerdsma
- *Coder* – All team members

Team Meeting Expectations:

- *Meeting Times:* Every Wednesday at 3pm to (4, 5)pm
- *Agenda Structure:* Each meeting will begin with a short report from each teammate on their progress towards their assigned tasks
- *Minutes:* Minutes for every meeting will be taken by the team recorder and reviewed by the team for accuracy.
- *Decision-Making:* Decisions will be made unanimously, with any conflicts mediated by the team leader or mentor as needed.
- *Attendance:* Team members are expected to show up reasonably on time for all meetings. If a team member misses a meeting (without prior notice) they will be checked up on by the other team members and given a polite warning. If the team member misses more meetings after this, the team will follow the process for dealing with non performing team members.
- *Conduct:* Team members will seek approval from the team before executing big changes to any project documents or code, teammates that do not follow this will be given a polite warning, followed by a formal discussion in a team meeting and ending with a discussion with the capstone faculty organizer(s). If teammates need to be reached quickly, we will ping each other on Discord. We will work together as a team and strive to avoid conflicts. If conflicts arise, they will be mediated by the team lead, team mentor, or capstone faculty organizer(s) as applicable. All team members are equal, and will be treated as such, regardless of official roles on the team.

Tools and Documents Standards:

- *Version Control* - Github – GitKraken
- *Issue Tracking* – Trello, Discord
- *Word Processing and Presentation* – MarvelApp, Powerpoint
- *Composition and Review* – Word, Google Docs, Github

Team Self Review

We will individually strive to self-examine our progress and dynamics as a team on a consistent basis through an informal open discussion regarding these things during our last meeting each month. Through this, we hope to keep our motivation up and address any aspect of our team dynamics that needs to be changed.