

TEAM STANDARDS

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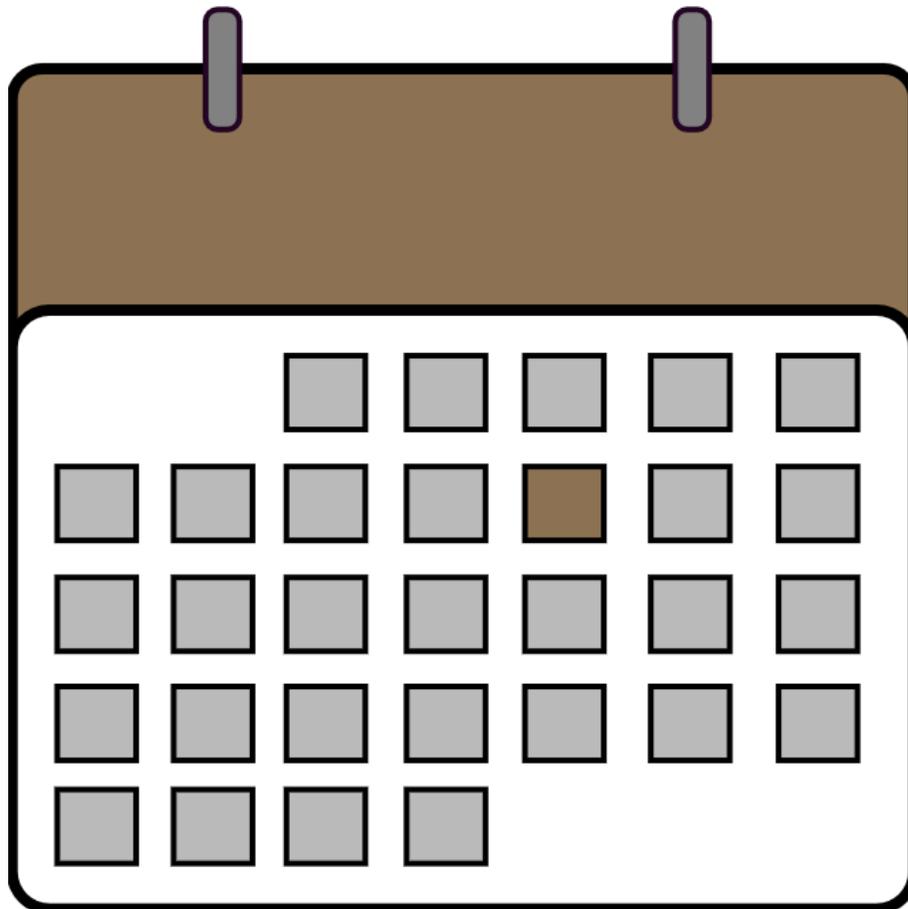
JOSEPH DOMABYL V

ANDREW LIDDELL

JUNJIAN YIN

DANIEL DRAKE

Magisters



OVERVIEW

The goal of this document is to outline standard specifications for the Magisters moving forward. We will be introducing our team members, discussing envisioned roles, our team meeting expectations, the standards for tools and documentation, and our plans for team self-reviews.

TEAM MEMBERS & ROLES

JOSEPH DOMABYL V

Team Leader: Responsible for general team organization, ensuring proper progression, initializing effort to resolve team conflict, and coordinating task assignment. Also responsible for keeping track of due dates and requirement specifications.

Release Manager: Responsible for coordinating project versioning, branching, reviewing and cleaning up commit logs for accuracy, readability, understandability, and ensuring that any build tools can quickly generate a working release.

Lead Architect: Responsible for ensuring that design specifications are met throughout the entire codebase, designing specific structure requirements, and tracking accuracy.

ANDREW LIDDELL

Team Website Technician: Responsible for keeping the team website up-to-date with all team information and documents.

Editor: Responsible for proof-reading group documents, ensuring accuracy, and gaining approval from all other group members before publication.

Recorder: Documents meeting minutes and keeps note of all relevant meetings, i.e. internal meetings, mentor meetings, client meetings, etc.

JUNJIAN YIN

Lead Designer: Provides initial designs for all graphical interfaces and gains approval from all other team members before implementation.

Client Relations Manager: Responsible for keeping track of client needs/requests and prioritizes client satisfaction.

DANIEL DRAKE

Editor: Responsible for proof-reading group documents, ensuring accuracy, and gaining approval from all other group members before publication.

Presentation Coordinator: Responsible for pre-presentation planning, ensuring all requirements are met, time limits are met, and practice presentations are completed.

TEAM MEETING EXPECTATIONS

MEETING TIMES

Two internal meetings will be held per week, either in-person or online. One meeting on Wednesdays from 2:00pm-3:00pm and one meeting on Fridays at 11:45am-12:45pm.

Impromptu meetings will be coordinated and agreed upon by the entire team. Attendance will not be mandatory but each team member will make their best effort to attend.

AGENDA STRUCTURE

All meetings will begin with verbal progress reports and, if necessary, mini-presentations (i.e. if a team member was tasked with research, they will present their findings). All meetings will end with any relevant conflict resolution if required. Other information will be covered based on the day:

Wednesday: Primary focus will be assigning and discussing team member tasks for the coming week, including elements such as due dates and expectations.

Friday: Primary focus will be on relevant collaborative efforts, particularly decision-making. Every other Friday, the team will perform their self-reviews.

MINUTES

Meeting minutes will be recorded by the group Recorder. They will be responsible for recording attendance, start time, end time, potential problems, the content of the meeting, and anything else deemed necessary.

DECISION-MAKING PROCESS

All important decisions will be put to a vote. In the event of a 3/4 majority or higher, the decision will be passed. If the team is split 50/50, the team leader will make the final decision after a brief explanation by the opposing team members.

ATTENDANCE

Attendance will be mandatory for all team members. However, there will be a maximum of two unexcused absences allowed. The third absence will result in a conversation with the team mentor. The first two unexcused absences will be handled internally, primarily coordinated with the team leader. Excused absences will result in any missing team members being presented with the recorded meeting minutes and any other relevant notes.

If a team member is late by more than one minute for more than three meetings in any three week timespan, it will be considered one absence.

CONDUCT

All team members are expected to remain fully transparent, honest, and respectful throughout the entirety of the Capstone experience. Team members will remain respectful of other team members during any and all meetings, with full freedom for their ideas, opinions, and thoughts to be presented to other team members.

In the event of interpersonal disputes, every effort will be made to handle the problem internally. Communication will be of the utmost importance, firstly with a light “heads-up”, next with a formal discussion during a team meeting. If this fails to resolve the problem, team members will raise their concerns to the team leader, who will attempt to come up with a solution acceptable to each involved party. If the issue is still unresolved, the team leader will contact the team mentor. As an absolute last resort, the team leader will contact the course organizer.

TOOLS AND DOCUMENT STANDARDS

VERSION CONTROL

The team will be using Git/GitHub. A commit message will be required and must be descriptive. Each team member will have their own personal fork of the project.

ISSUE TRACKING

The group will be using a Trello board to monitor progress.

WORD PROCESSING & PRESENTATION

For documents, the team will be using Google Docs. For presentations, the team will be using Google Slides. Both elements will be shared and stored inside a Google Drive.

COMPOSITION AND REVIEW

For larger document deliverables, the team will be utilizing both assigned Editors. Documents will be broken down into segments, each assigned to different team members. Each segment must be delivered to the Editors at least 24 hours before the due date. Both Editors will work collaboratively to achieve a product meeting the team standards, then they must present the final document to the remaining team members.

TEAM SELF REVIEW

Every two weeks, each team member will be responsible for writing a one-page document outlining their self-review to be delivered electronically to the team leader at Friday meetings. The team members will subsequently present their documents to the rest of the team.

At a minimum, the self-reviews must contain a list of every task completed by the team member: what they feel they have done well, and what they feel they need to improve upon.