



MapONE

Team Standards

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Sponsors:

Planetary Geologic Mapping Program, USGS Astrogeology Science Center

Dr. Sarah Black, Research Physical Scientist

Marc Hunter, IT Specialist

Faculty Mentor:

Melissa D. Rose

Team Members:

Samantha Milligan

Michael Nelson

Ricardo McCrary

Jacob Stuck

Overview: The purpose of the team standards document is to establish protocols for conduct and communication. The following pages briefly outline team expectations and assigned roles.

Roles and Responsibilities

To ensure project and team success, team member roles and responsibilities must be defined. Below are the descriptions and assigned team members for each role. These assignments are meant to be followed throughout every stage of the product development cycle.

Description	Assigned Role
Team Leader: Coordinates task assignments, ensures project progression, and leads team meetings. Responsible for all deliverable submissions.	Samantha Milligan
Customer Coordinator: Communicates and presents project updates to clients. Monitors customer satisfaction. Promotes customer collaboration.	Samantha Milligan Ricardo McCrary
Recorder: Ensures product features are documented. Collects notes on all team, mentor, and client meetings. Responsible for creating task reports.	Michael Nelson
Architect: This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.	Jake Stuck
Release Manager: Coordinates project versioning and branching, reviews and cleans up commit logs for accuracy and readability. Responsible for merging product changes. Ensures that any build tools can quickly generate a working release.	Michael Nelson
Coder: Produces code and implements product software features.	Samantha Milligan Michael Nelson Ricardo McCrary Jake Stuck

Team Meeting Expectations

This section outlines general meeting expectations and procedures.

Meeting Times

- **Team:** Tuesdays 5-6 pm*
- **Mentor:** Mondays 2:20-3 pm
- **Client:** Mondays 3:30-4:30 pm, every other week**

*Team meetings are subject to change depending on team availability. If necessary, the team will meet Fridays 3:15-4:15 pm.

**Client meetings are dependent on clients' current availability.

Agenda Structure

All team meetings will follow this order:

- **Individual Updates:** Each team member will discuss individual accomplishments and assigned section updates.
- **Current Task Updates:** Discuss the current week's tasks and product progression.
- **Product Issues:** Discuss current issues and outline solutions.
- **Upcoming Tasks:** Assign roles for upcoming tasks. Create tentative deadlines for task completion.
- **Closing Questions/Remarks:** Ask any clarifying questions or discuss concerns.

Minutes

The assigned recorder will take notes for all meetings. The notes will be used to document tasks, updates, and client interactions.

Decision-Making Process

In cases of disagreements, all opposing parties will present their views. The team will then settle on a decision with a majority rule. In the case majority rule is not met, the parties will compromise on the decision. If a compromise cannot be reached, the team will consult the faculty mentor for advice and action.

Attendance

Meeting attendance is required for all team members unless given certain circumstances. In the case of emergencies or for reasons discussed prior to the meeting, the absence will be permitted. For all other absences, the absentee will explain their reason to the team. If the absentee routinely misses meetings (more than 3 meetings without prior notice), the team will consult to discuss solutions or require further action.

Conduct

All team members will professionally conduct themselves according to the meeting. Meetings with clients and mentors should be treated with utmost professionalism. For team meetings, similar standards apply. However, collaborative communication and comfortability are encouraged to ensure effective teamwork. Therefore, less formality is necessary while work remains efficient.

Team members are encouraged to appropriately and professionally express their opinions. Members will be mindful to respect all other viewpoints. Members are to also inform each other of incomplete work or issues that arise. Issues will be discussed as a team. All team members will work to seek solutions.

Inappropriate behavior, mistreatment, and misconduct will not be tolerated. If misconduct occurs, the team member will receive a warning. If inappropriate behavior persists, the team will meet to discuss solutions and to notify the team member of their misconduct and necessary improvement. If necessary, the team will notify the faculty mentor to discuss further action. A similar process will be used in the event of a nonparticipating member.

Conduct will also align with class expectations. Please see the capstone's syllabus for additional information.

Tools and Document Standards

Communication Tools

To ease communication, team meetings, messages, and updates will primarily take place on a Discord server. For client and mentor communication, regular emails will be sent with updates on project status, issues and questions concerning development, and team members' health if necessary. Client meetings will be held on Zoom based on clients' needs and availability.

Version Control

For maintenance and code sharing, the team will use a GitHub repository. All members will use individual branches to commit changes and to create pull requests. The release manager will be responsible for all reviews and merging pull requests to the main branch. The release manager will ensure all commits and comments are clear, concise, and add to the product's development.

Issue Tracking

All issue tracking, including coding, development issues, and other assignments, will be documented and resolved on Discord. This allows members to be frequently notified of current issues.

Word Processing/Presentation

Team members will use a shared Google Drive for all documentation and presentations. All members have permission to edit and create team documents as necessary.

Composition and Review

During team meetings, the group will review current week tasks and delegate deliverable responsibilities to each member. This information should be recorded in both the task report and the team meeting document for clarity. The team will have the opportunity to modify and reassign tasks based on project needs. All changes must be approved by the team's majority. Please see the "Decision-Making Process" in the "Team Meeting Expectations" section for additional information.

Team Review

Once a month, members will complete a self-review where each member will discuss contributions and performance. Each person will have the opportunity to discuss individual accomplishments and improvements. This will ensure all members are informed of individual efforts. Based on the performance and self-evaluation from each member, the meeting frequency and individual roles may be adjusted.