

Team Standards Document

September 29th, 2022

USGS AirFlow Processing Pipeline

Team ARES



Sponsored By:

Trent Hare

Team Mentor:

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Team Members:

Hunter Woodruff (Team Lead)

Quinton Jasper

Chris McCorkle

Isiah Raspert

Richard McCormick

Overview

This document outlines the standards which will be implemented and enforced throughout the lifecycle of the AirFlow Processing Pipeline project by Team ARES. Included within this document is a brief overview of each Team Member and their position, an outline of the Team tool and document standards, and an outline for the process of Team self review.

I. Overview of the Team

This section will have a breakdown of the Team. Each Team Member and their position within the Team will be outlined.

II. Team Meeting and Conduct Expectations

This section will lay out the standards and expectations all Team Members will be held to in regards to Team, Mentor, and Client meetings, as well as in regards to the Project itself.

III. Tool & Document Standards

This section is where the Team will present mutually agreed upon standards (as specified by the Client) for producing and using the tools and documents required of this project.

IV. Team Self-Review

This section will lay out the process for evaluating Team performance.

I. Team Member Overview



Hunter Woodruff
Team Leader



Quinton Jasper
Lead Software Architect



Chris McCorkle
Customer Contact



Isaiah Raspert
Lead Backend Developer



Richard McCormick
Recorder

II. Team Meeting & Conduct Expectations

1. Team meetings will be held at the following times:

- a. Client Meetings - 5:00 p.m. every Monday
(Subject to Change - Held virtually on Zoom unless otherwise stated)
- b. Mentor Meetings - 6:30 p.m. every Thursday
(Held at the NAU SICCS south patio)
- c. Team Meetings - 8:00 p.m. every Thursday
(Immediately following the Mentor meeting)

2. Minutes for each Client, Mentor, and Team meeting will be taken by the Team recorder, following the Meeting Minutes Template.

3. Meetings will loosely follow a predetermined agenda.

This will include:

- a. Followup / Recap of progress since previous meeting.
- b. Discussion period for planning and coordinating milestones for the next week.
- c. Gaining feedback from the Client, Mentor, and Team Members as appropriate.
- d. Resolving any conflicts which arise.
- e. Finishing any preparations necessary to ensure all tasks can be completed for the next meeting.

4. In cases of disagreement upon issues or changes in direction, the Team Leader will set the course of progress.

- a. If 1 or more Team Members still do not agree with the direction set by the Team Leader, it will instead be decided by a majority vote.
- b. 60% of the vote (3 out of 5) is required to move forwards.
 - i. In cases where the absence of a Team Member results in a tie, it shall be decided by the Team Leader.

5. Team Communication will be conducted through multiple channels.

- a. Email - The Team Leader will send out emails to the Team notifying them of important events and deadlines.
- b. SMS Group Messaging - Each Team Member is expected to be a part of the Team Group Chat in order to send and receive messages pertaining to Team affairs.
- c. Discord - Each Team Member is expected to join the Team Discord, which will also be available to the Mentor and Client.
- d. Client and Mentor communications will be delivered from the Team Leader and Customer Contact to and from the Team as appropriate.

6. All Team Members are expected to attend all Team, Mentor, and Client meetings whenever possible, as well as to consistently contribute to the Project.

- a. If a Team Member is unable to attend a meeting or complete an assignment, they will *notify the rest of the Team in advance*.
- b. Missing multiple meetings, repeatedly failing to provide appropriate notice, or consistently failing to meet assigned objectives will result in a *one-on-one discussion with the Team Leader at their discretion* to identify and resolve conflicts.
- c. Continued poor attendance, communication, or conduct will result in a *Team Assembly* being called to address and resolve the conflict.
- d. Upon conclusion of the Team assembly, the Team reserves the right to fire a Team Member by a super-majority vote if they deem necessary.
 - i. This vote requires an 80% (4 out of 5) majority in order to pass.
 - ii. This vote shall not be conducted unless a verifiable record of repeated violations is had.

- iii. This vote shall not be conducted until all Team Members have spoken in the assembly.
- iv. This vote shall not be conducted until the Team Assembly has been concluded.
- v. Upon conclusion of this vote with affirmative results, the Project Supervisor, Client, and Mentor will be notified and provided all relevant documentation.

III. Tool and Document Standards

Tool Standards

1. Operating System - For creating coding deliverables, the Team will use the Ubuntu distribution of Linux, version 20.0 or higher, or an equivalent Linux distribution.
2. Languages - For coding deliverables, the Team will use the language specified by the Client for each task. As the Project is large and contains many languages, the Team will follow existing languages, standards and formatting wherever possible.
 - a. Scripting - Python, as requested by the Client, will be used for all code which involves scripting.
3. Commenting - For coding deliverables, the Team will make every effort to properly comment and document their code at all points in the production process. The Client has expressed interest in employing auto-commenting software; this may be employed by Team Members at their own discretion.
4. Version Control - The Team will use a Google Drive and GitHub repository for storing and versioning documents and coding deliverables, respectively. The Team may appoint a Versioning Manager to oversee these repositories.
5. Issue Tracking - The Team will implement a system for tracking and assigning issues to Team Members through GitHub or another site.

Document Standards

1. Documents and presentations will be created using Google Docs and Google Slides, in order to assure that all Team Documents remain internally consistent.
2. All documents which are deliverables will have their first page be the Team Cover Sheet Template, filled out as appropriate.
3. Documents which are repeatedly created will follow the template for said document found in the Team Google Drive Templates folder.
Including:
 - Meeting Minutes
 - Task Reports
 - Etc.
4. The Team will create templates for documents which are repeatedly created. Any Team Member may modify any template at any time, but once a template has been used to create a deliverable that has been turned in, that template will not be further modified.
5. Documents which impact the Team as a whole (such as the Team Standards Document) will be looked at and approved by the Team as a whole. Any potential conflicts identified in such a document will be raised and brought to the attention of the Team for amendment.

IV. Team Self-Review

At the beginning of each weekly Team Meeting, each Team Member will orally present their progression for each assigned job. The Team will comment and reflect on this, and offer any feedback which may be useful or relevant. Team Members may submit written documents or sketches which outline their progress as well. All Team Members will be expected to give feedback which will help the Team as a whole.