

Team Standards

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Team Rat in a Hat



Project MealWrite

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Intro

This is our official Team Standards document that will be referred to for the rest of this project. This document will display all roles and responsibilities for every team member. It will also show expectations and standards for various things such as group meetings and conduct.

Team members and roles:

- Charles
 - Team Leader
 - Customer Communicator
- Krystian
 - Recorder
 - Presentation Coordinator
- Matthew
 - Editor
 - Release Manager

- Team Leader: The team member that coordinates task assignments and ensures work is progressing, runs meetings, compiles task reports, and makes initial efforts to resolve conflicts. They serve as the main point of contact for the mentors, clients, and other course faculty, if needed. This includes scheduling meetings with those mentioned previously, and sending emails containing drafts and final revisions of documents after the editor has ensured their quality.
- Recorder: This team member keeps detailed records of meetings. They do this by taking the pre-provided agenda and annotating it with bulleted lists of any decisions made and topics and conclusions arising from that discussion. The recorder also annotates top level agenda items with the time their discussion begins.
- Release Manager: This team member coordinates project versioning and branching, reviews and cleans up commit logs for accuracy, readability, and understandability, and ensures that any build tools can quickly generate a working release.
- Editor: The team member who edits documents to make sure they contain proper spelling, sentence structure, and are easily understood. If the editor is not certain of the meaning of a portion of the document they will reach out to the rest of the team for clarification. After the editor finishes reviewing a document, they will inform the team leader on Slack that they are ready for the mentor's review. They will also be responsible for preparing physical submissions for the mentors.
- Presentation Coordinator: The team member who organizes product demos for clients and mentors. Develops scripts and slides from documents provided by other group members, and coordinates flow of presentations for the rest of the group when presenting in the classroom. Their scripts and slides will be reviewed by the editor before being used for any live presentations.

Team Meeting Expectations

- Meeting Times
 - Mentor meetings on Mondays, 2:00pm to 3:00pm. Held in the Engineering Building. Late attendance to this meeting is not counted against attendees, unless they are more than 15 minutes late, in which case it is counted as an absence. This is due to the tight scheduling requirements of both the group members and mentors.
 - Team internal meetings on Tuesdays, 5:15pm to 6:30pm expected, may be extended during crunch until 10pm. Held in SICCS room 224. This room at this time is reserved for our team by the SICCS faculty. Individual meetings are subject to change of time and location, and must be approved by the whole group.
 - Client meetings on Thursdays, 4pm to 5pm. On Zoom. Subject to change given client availability, any change will be coordinated with the whole group.
 - Impromptu group meetings are not expected to be in person, and will be scheduled after 5pm on weekdays, and any time on weekends, with the approval of the whole group, and with at least 24 hours of lead time for a meeting of the whole group.
 - Impromptu 1:1 meetings may be negotiated between any two group members and are not expected to follow any strict timing requirements. The party requesting the meeting will provide a short agenda to the other party, and the requesting party will take short notes of what was discussed and accomplished, and will be logged in that week's notes.
- Agenda Structure
 - For all meetings
 - Group members will come to meetings having read relevant material, specifically listed in next items. The agenda of any given meeting may specify further documents that are expected to have been read.
 - Mentor Meetings
 - Team members will have read the weekly task report and made sure the status for items assigned to them are accurate.
 - The team leader will have sent all documents that are to be reviewed during the meeting to the mentors the night before the meeting.
 - Internal meetings
 - Group members come to meetings having read weekly notes and the meeting agenda.
 - At the start of the meeting go through last week's weekly notes file, adding comments as necessary.
 - The team leader will then lead a discussion through the points present on the meeting agenda.
 - At the end of each Tuesday meeting, the minutes notes file will be used as the weekly notes file until the next meeting.
 - At the end of the meeting, the team leader will recap assignments for the next week, and add the links to the Github issues to the annotated agenda.
 - Client Meetings
 - Group members will come to meetings familiar with the client meeting agenda.

minutes after the scheduled start time. Members are allowed to be late to 3 meetings per semester.

- Any further late attendances results in a -1 on the next peer review per missed meeting.
- **Conduct**
 - General regulations: Team members will...
 - Use welcoming and inclusive language
 - Be respectful of differing viewpoints and experiences
 - Gracefully accepting constructive criticism
 - Show empathy towards other group members
 - Examples of unacceptable behavior by participants include:
 - The use of sexualized language or imagery and unwelcome sexual attention or advances
 - Trolling, insulting/derogatory comments, and personal or political attacks
 - Public or private harassment
 - Other conduct which could reasonably be considered inappropriate in a professional or group setting
 - Guidelines for resolving internal conflict and stress:
 1. At the next group meeting, explain to the team member in question what events are causing the issues, and what actions would help lead to resolution. If these same issues arise again and can not be resolved, proceed to step 2.
 2. Conduct a formal complaint to the member with whom there are issues, involving the third team member. The third member will serve as a third party mediator for conflict resolution, helping to reach a conclusion between the members and offering their own perspective on the events. If issues *still* continue, proceed to step 3.
 3. Approach mentors in regards to the offensive team member. The team member who is having issues will email the mentors, providing a description of the offensive conduct and the already attempted resolution.
 4. If issues continue, the formal disciplinary process will begin, detailed in the following document:
https://www.ceias.nau.edu/cs/CS_Capstone/Docs/Discip-Process-Indiv.pdf
 - Guidelines for assessing extreme misconduct:
 - These actions will be seen as a violation of NAU's code of conduct, and will be taken directly to NAU's faculty.
<https://public.azregents.edu/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf>
 - Extreme cases of misconduct include
 - Sexual harassment or assault
 - Physical harassment or assault
 - Serious threats to the overall safety of the other group members or themselves
 - Explicit violations of academic integrity
 - Destruction of files or work important for the group's continued progress
 - Any other actions perceived as extreme in nature, that result in any of the other group members feeling unsafe to continue their work on the project.

Tools and Document Standards

- Version Control
 - For documents:
 - All written documents will be stored and revised on Google Docs.
 - Major revisions, i.e. those following a mentor review, will have a new copy of the document created and edited from that point. Any new edits to the document will be done on the new copy.
 - For project code:
 - Follow GitHub Flow standards
<https://docs.github.com/en/get-started/quickstart/github-flow>
 - To merge from a feature or bugfix branch to develop, 1 code review from another team member is required. This should be the person most familiar with the code being changed, or next most familiar if the person doing the change is the most familiar.
 - The Release Manager is the only person allowed to merge code from the development branch into the main branch.
 - For capstone team website:
 - The Release Manager reviews commits to the staging branch locally to ensure their quality, before merging them into the website's main branch.
- Issue tracking
 - GitHub issues, utilizing Slack's GitHub integration for notifications.
 - Group members will be assigned issues related to the tasks that they are working on,
- Word Processing and Presentation
 - All non-code deliverable artifacts are stored in a folder shared with all team members, with the team mentors having comment access.
 - All deliverable documents are created using Google Docs.
 - All deliverable presentations are created using Google Slides
 - Must be reformatted to pdf prior to finalized submission
 - Figma will be used for any UI wireframing.
 - PlantUML will be used for any UML diagramming. The source for these diagrams will be stored on the project code repository in the documentation folder, and rendered figures will be integrated into Google Docs files.
- Composition and Review
 - Drafts will be submitted to a mentor at least a week before the document's final delivery date.
 - Final revisions will be ready at least 24 hours before the due date.
- Self review documents
 - Stored in the self review folder in the capstone shared drive.
 - Each person submits their self review document into their own personal folder in the self review folder.

Team Self Review

- Each team member is required to write a self review document regarding personal self reflection on current and previous activities.
 - Self reviews will be done on a monthly basis, to be submitted before the first internal meeting of each month.
 - Self reviews will be discussed after the group has read the weekly notes for the meeting.
 - Document must contain the following three components:
 - What I have done well
 - What I could have done better
 - What I plan on doing in the future
 - Three components can be as long as desired, with the minimum being two sentences per category.
 - The document will have the name of the member writing it and the date of the self review in the title.