



anatomia

Team Standards

September 19th, 2023

Sponsored by: Dr. Elise Donovan, Sneha Vissa, Adonna Rometo

Mentor: Italo Santos

Team members: Dayra Quinonez, Nicole Sylvester,
Rino De Guzman, Bailey Rosato

Introduction

The purpose of this document is to set the expectations of the team's standards and create a reference for the members, mentors, and sponsors of the project. This document solidifies the expectations of the team and the rules that the team will be governed under.

Team Members and Roles

- Team Leader: Nicole Sylvester will coordinate task assignments and ensure work is progressing, run meetings, and make initial efforts to resolve conflicts.
- Customer Communicator: Nicole Sylvester will coordinate and conduct customer communications.
- Recorder: The recorder will maintain detailed meeting minutes and will alternate each week.
- Architect: Dayra Quinonez is primarily responsible for ensuring that core architectural decisions are followed during implementation.
- Release Manager: Bailey Rosato will coordinate project versioning and branching, review and clean up commit logs for accuracy, readability, and understandability, and ensure that any build tools can quickly generate a working release.
- Coder: Everyone will be expected to contribute to code. Currently Rino De Guzman and Bailey Rosato will be responsible for back-end development and Nicole Sylvester and Dayra Quinonez will be responsible for front-end development.

Team Meeting Expectations

- Meeting Times: Team meetings will be on Wednesday's at 4:00 pm to 5:00 pm in room 116 of the Learning Resource Center. Mentor meetings will be on Monday's from 4:00 pm to 5:00 pm in room 227 of the SICCS building. Any impromptu meetings will be held through our Discord server in the voice channel.
- Agenda Structure: We will begin each meeting with a 10 minute catch-up period where each member will discuss barriers and success of the week. We will also recap any informal discussions from Discord that need to be brought up for further discussion or deliverables. Each meeting will have informal, tentative meeting minutes with an agenda and key discussion topics such as upcoming

deliverables or pressing matters prepared before the meeting by the minute taker. The minute taker will also be in charge of updating and filling out the meeting minutes as the meeting progresses. The rest of the 50 minutes will be for working on tasks, delegating, and receiving feedback from the team.

- Minutes: We will be recording minutes in a Minutes Sheet in our shared Google Drive. It will hold all the information and planning that we discuss during the meeting. We will be recording attendance in the minutes sheet as well.
- Decision-Making Process: For the decision-making process, we will have a vote and in order to pass, $\frac{3}{4}$ majority votes are needed. In case of a tie, we will reach out to our mentor to seek guidance into making the best decision and break the tie.
- Attendance: For meeting attendance, it is expected that team members are on time and present to make meetings as proficient as possible. Members who are tardy will be expected to let the team know beforehand. After 3 tardies, the team will have a meeting to discuss why the person is being late and propose changing meeting times to better suit the team. A tardy that is over 30 minutes will count as an absence. For unexcused absences, after one occurrence the team will contact Italo and if the absences persist, Igor will be contacted for an intervention meeting. For excused absences, 1 hour notice must be given to the team and they are responsible for adding their information to share on the meeting minute for the week as soon as possible. As a team, we will be understanding and empathetic but expect that we will hold ourselves and each other accountable. All absences and tardies will be recorded on the meeting minutes.
- Conduct: The minute taker will create an agenda before meetings. Having an agenda in the meeting minutes prior to meeting will prevent us from coming to meetings unsure what to do. In regards to interpersonal disputes, both parties are expected to discuss issues together in a respectful and professional manner. Disputing parties can reach out to other team members to encourage team mentality for overcoming issues. If the dispute persists past an initial meeting, the team will contact our mentor to act as a mediator to resolve the issue. For issues with a divided team, we will refer to the decision-making process outlined in this document. If team members are not participating and completing their work, or if

a team member changes a document, design, presentation, or deliverable without team majority consent, a polite reminder will be initiated through email by the team leader and if the issue persists, the team will take the issue to our mentor.

Tools and Document Standards

- **Version Control:** We will use a GitHub Repository to share, maintain, and manage our codebase. To ensure accurate code, we will commit updates to our own branches. Then the release manager must approve code before merging with the main branch. Our repository will remain private during this project.
- **Issue tracking:** We will document open tasks, assign them to team members, and monitor their completion using GitHub's issue tracker and Project page features. We will decide on descriptive issue tags to add to issues to prioritize implementation features. This will allow us to track progress and hold members accountable.
- **Word Processing and Presentation:** For technical communication, document deliverables, designing and reviewing presentations, or any other task we must collaborate on, we will use Google workspace including Google docs, sheets, and slides, and organize tasks in a shared drive.
- **Composition and Review:** For our larger document deliverables, we will specify a lead editor when the deliverable is assigned. The lead editor will change for each deliverable. The lead editor will be responsible for piecing together individual parts into a nice coherent and consistent document. The lead editor will also be responsible for reviewing and taking the deliverable to the writing commons for review. Rough drafts will be due on Mondays before our mentor meetings for Italo to review. The team will make changes after the mentor meeting and then, the lead editor will take the draft to the writing commons for a last check before Wednesday. By Wednesday night of the week the deliverable will be due, the final draft will be due for all members to review before submitting.

Team Self Review

Our team will conduct team self reviews once a month on the last Wednesday of the month. Self reviews will be complete before the meeting on the designated Google doc on the shared drive. We will meet at our regular meeting time and take the first 10 minutes of the meeting to share our self-reviews with each other and provide productive feedback.