

**Team Standards Document for Team “Fish Out of
Water”**

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**Project Sponsor: John Fennell
Faculty Mentor: Sairsri Muttineni**

**Team Members:
Jack Shanley
Corey Moreno
Nicholas Robishaw
Jaron Bauers**

Overview:

This document contains a detailed description of the current operation standards that the team has agreed upon. Team members have identified and explained their role and subsequent responsibilities as it pertains to this project. Additionally, team members have outlined and developed a set of standards for topics such as meeting expectations as well as tools and document creation and execution. This document goes into depth on how we intend to design, build, and submit our work as a collaborative unit. Lastly, we have also outlined our specifications for our team's internal self review process.

Member Roles:

- **Jack Shanley - Team Lead, coder**

The team lead is responsible for ensuring that all team members have been assigned tasks and are completing them as we have planned. The team lead will ensure that all team members have the support they need to successfully complete high-quality work. As a team lead, I will be maintaining open communication with the project mentor to ensure all expectations are met. I will also be participating in writing code for this project as per the needs of the team.

- **Jaron Bauers - Customer Communicator, coder**

As the customer communicator, I will be the main communication between the team and our customer. I will be relaying whatever information the team needs to share with the customer as well as CC'ing my team in any communication happening with the customer. I will aim to understand everything that is happening within the team so I can be as knowledgeable as possible when the customer needs to know something. I will also be coding and reviewing code throughout the whole project.

- **Corey Moreno - Architect, coder**

As the Architect, I will be responsible for keeping our architectural design up to par and ensuring that we follow our core programming standards. It is important that our code and infrastructure to our product is stable and meets high quality standards throughout the building process. My goal is to keep our software secure, reliable, and stable for our team and customers. I will also take part in coding and reviewing others' code when necessary.

- **Nicholas Robishaw - Release manager, recorder, coder**

My responsibilities as release manager mean I need to coordinate with the rest of my team about making a clean version of our product. This would mean I need to keep all branches organized, review all commits before being pushed to a newer version, and most importantly, make sure the code is highly readable and actually works as intended. I also took on the responsibility of taking notes and keeping minute counts at meetings. All notes that I take will be inputted into a file that the rest of the team members can access via Google Drive. My last job will be to help out with coding and review code from other teammates.

Team Meeting Expectations

Meeting times:

Meetings will be once a week virtually or in person (if needed for certain assignments) on Fridays at 8pm (can change). We can also ping each other within our Discord server if it is necessary to set up a meeting outside of our regular schedule.

Agenda structure:

Beginning of the meeting will be for covering any issues that came up since the last meeting. Next we will cover what each person worked on since the last meeting and what each member will tackle over the next week as well as any roadblocks. The rest of the meeting will be discussing the design of the next implementation.

Minutes:

At least a 30 minute meeting every week, can always extend meeting times as more things need to be finished or discussed.

Decision Making Process:

When going through the decision making process, our team will meet and discuss the situation and at the end of the discussion we will vote on the matter at hand. The result will be decided by a majority vote ($3/4$). If there isn't a majority vote, we will discuss the situation again until we are able to reach a majority vote.

Attendance:

As long as appropriate notice is given and work is either done or reassigned then it is acceptable to miss a team meeting. Appropriate notice means whenever the member finds out that they will have to miss the meeting, although it would be best if it is no less than two hours before the meeting time. If a noticeable pattern of missed meetings develops then the team will meet and address it with the member. Emergencies are always excused, but the team member should communicate to the rest of the team immediately.

Conduct:

All members of the team are invited to approach any problems directly. These problems can include things like interpersonal disputes or non participating members. If that doesn't work then the team will all communicate with the member and attempt to resolve the issue. The next step would be to bring the issue up to our mentor to receive guidance. The final escalation would be reaching out to the professor and getting assistance before potentially terminating the member from the group.

Tools and Document Standards

Version Control:

GitHub will be the mechanism the group uses to share and manage our project code. Commits will need to have insightful messages regarding what the coder is implementing. Team members will need to create branches for any major changes to the code, and pull request reviews will happen when looking over a branch before merging to main.

Issue Tracking:

GitHub has a built in issue system, and if a team member finds an issue they can post it in the issue box. Group will discuss issues at meetings.

Word Processing and Presentation:

Google Docs will be used to house all documents and each group member has access to the google drive folder. Canva, Google Slides, and various tools will also be used in future project development.

Composition and Review:

Since our team is smaller we will be shuffling the editor roles around the group throughout the project. It is expected that all contributors submit their designated sections of work at least 24 hours in advance of the assignment due date. This deadline can change depending on the size of the assignment that is due.

Team Self Review:

The first Friday of every month we will have a team self review session during our regular meeting time. The team self review session will only occur once every month. This will consist of a somewhat formal and structured review of how the team is doing as a whole, as well as how each individual member is doing. We will also take this opportunity to ask each other for feedback on how we've been doing and if there are opportunities for improvement.