



Team Standards

2/19/2025

Cyber Recon

HighViz Security LLC

Jeevana Swaroop Kalapala

Zachary Garza, Jared Kagie, Christian Butler, Sean Weston

Introduction

This document will cover the expectations for our group meetings, such as when and where they will take place and how each group member should act. It will also detail what we will use for creating our various documents and presentations through the year. Lastly, it explains how we will deal with team self reviews throughout the year.

Teams Members and Roles

- Zachary Garza
 - Team Leader
 - Customer Communicator
 - Coder
- Jared Kagie
 - Coder
 - Architect
 - Recorder
- Christian Butler
 - Coder
 - Customer Communicator
 - Release Manager
- Sean Weston
 - Coder
 - Architect
 - UI/UX Designer

Team Meeting Expectations

- Meeting Times: Monday 7pm, through Discord. We also will be using Discord to schedule impromptu meetings.
- Agenda Structure: Meetings will start with a short retrospective about the previous week in order to realize shortcomings or work that could have gone better. Next, we will talk about the current week and everything that needs to be done by each individual. Using meeting time to work on the project/documentation or even to communicate ideas can be necessary. Otherwise, the meeting will conclude.
- Minutes: Meeting minutes will be recorded along with the contents of our meetings.
- Decision-Making Process: Disagreements will be handled with majority votes, with the Team Leader being the tiebreaker. Most brainstorming decisions will be handled during team meetings.
- Attendance: Being a few minutes late is alright if appropriate notice has been given prior. Repeated tardiness will prompt a discussion regarding changing our meeting time to better accommodate everyone's availability.
- Conduct: Focus on the meeting as much as possible, and minimize distractions from other tasks if possible.
- Presence: Team members should be present during the meetings. This includes contributing to discussions, looking attentive, and optionally taking notes. It's important to be present during meetings as the content should be common shared knowledge between the team as a whole.

Overall Team Expectations

- Behavior/Respect: Behave in a respectful manner towards one another. Please mind if
- Communication: Communication is a very huge priority. If a member is going to be late, it's vital to the team to communicate that you will be late. Being late without notice is unacceptable, especially if there isn't any communication afterwards.
- Disputes: When it comes to disagreement, handle disputes as soon as possible to ensure problems don't escalate or persist. Respectfully communicate towards team members who aren't being productive. If the problem persists, request assistance from the mentor or professor.
- Timely Completion Expectations: You should be responsible for completing your work and responsibilities at a reasonable time before the deadline, at least 12 hours before it is due. This includes task reports, documentation, and other things assigned to you to complete.
- Quality Completion Expectations: Each team member is responsible for their own work, and they should not have to delve into other team member's assigned work. The quality of their work should be at the best of the team member's capabilities. A detriment in the overall team's score for that assignment should never occur due to improper time management of a team member without proper reason or excuse. If work quality is a concern, team members are expected to communicate with one another to create the best quality of work as a team.

Tools and Document Standards

- Version Control & Issue Tracking: GitHub
- Word Processing and Presentation: Google Docs and Google Slides
- Composition and Review: Document editors will be decided during the weekly meetings, with each member's portion also being assigned at that time. Rough drafts should be finished two days before their deadline, and the final draft should be finished the day before its deadline.

Team Self Review

We will self review once a month, talking about what has been completed, personal accomplishments and shortcomings, and group accomplishments and shortcomings. This will be shared during the first meeting of every month, where we will all discuss anything we want to say about it. By participating in this, it ensures that we are staying on track for the success of the overall project, as opposed to having unproductive meetings.