

# Team Standards

October 4<sup>th</sup>, 2024



## Data Integrity and Abuse Prevention for Environmental Preservation

**Team Members:** Aidan Trujillo, Fady Zaky and Kyle Bambling

**Mentor:** Scott Larocca

**Sponsor:** Dr. Camille Gaillard, Dr. Duan Biggs, Dr. Jenna Keany, and  
Dr. Chris Doughty

# Introduction

This document will serve as a shared agreement between our team members and the standards that we will be following. One of the main things we will be assigning ourselves is the team roles. These roles will define each member's responsibilities every week and what is expected from them. We will also be recording our team meetings and defining the expectations from each team member throughout the project. This document will also be a staple for the tools and documents that we will be using when advancing with our project.

## Team Members and Roles

**Team Leader:** Aidan Trujillo - The team member who coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts.

**Customer Communicator:** Aidan Trujillo - The team member who coordinates and conducts customer communications.

**Recorder:** Fady Zaky - This team member maintains detailed meeting minutes.

**Architect:** Kyle Bambling - This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.

**Release Manager:** Fady Zaky - 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.

**Coder:** Aidan Trujillo - Would like to work on some of the backend and configure some of the geolocation aspects of the project.

Fady Zaky - Would like to work on the front-end side of the project and provide an optimized experience for integration with other applications.

Kyle Bambling - Would like to work on the backend of the project and help it communicate with the database that Group 2 is making.

## Team Meeting Expectations

**Meeting times:** Monday 9-10 am, email the team if need to reschedule for a planed conflict.

**Agenda structure:** All meetings begin with a brief update from each member about what has been accomplished and review previous task tracker. The majority of the meeting will be about what needs to be done and making a plan on how best to proceed

and what our progress on this week's task tracker. The end of the meeting will be for discussing next steps and what will be completed in the following week.

**Minutes:** Minutes will be taken by the recorder and put onto the shared Google Drive. Other members can take their own notes to supplement the minutes. Format can be decided by the recorder.

**Decision-making process:** Any disputes can be solved by majority rule.

**Attendance:** Any absence should be reported at least 1 week in advance or as early as possible if an emergency. Join on Zoom if able or reschedule if needed.

**Conduct:** If there are any conduct issues, start with a 1-on-1 conversation. If needed, have a group discussion. As a last resort, use the documents in Canvas to solve any issues.

## Tools and Document Standards

**Version Control:** For version control we will use Github. There will be one branch 'main' where the production version of our code will be. You must make a pull request to the main branch. To do this you may either fork your own repository and pull to main, or you may create a branch within the repository and make a pull request that way. Pull requests should note the issue it is referencing if possible. Committing to main is prohibited (there is a rule in place for this on the repository).

**Issue tracking:** We will use github issue tracker on github and this will be great for assigning roles and can directly correspond with commits and pull requests to close when needed.

**Word Processing and Presentation:** For word processing we will use Word docx. We will upload these to Google drive when needed for the group mentor Scott. For presentations we will use powerpoint and we will share this over one drive for easier collaboration on the document.

**Composition and Review:** When needed, a review of formal documents will be conducted by the team lead and a rough draft will be required on the Tuesday before it is due (or 3 days before the due date) and the final draft will be required on Thursday. The team lead is required to give feedback on the rough draft by Wednesday evening (by the Wednesday night meeting if that is when the team is meeting for the week). If the team lead is unable to get this review done for this document they may delegate this to another team member if they are willing to step up.

## Team Self Review

A team self review can be conducted in the last week of the month before or after the mentor meeting takes place. The goal of this meeting will be to provide feedback on the group as a whole. The group members should prepare a brief overview of how the last

month has gone. They can also bring up any challenges in the group as far as their contributions and anything that they think needs to be improved on for themselves and as a group. We will talk about how we can implement this and any other concerns or questions that any members may have.