

Team Standards Document

2/19/2025



Capstone - WillowWatt

Team Members:

Ayla Tudor

Elliott Kinsley

Luke Bowen

Sponsor - OP Ravi, Director of Energy Transformation, Willow Inc.

Mentor - Jeevana Swaroop Kalapala

Introduction:

This document serves as a shared agreement between all team members on the expectations of all team members, as well as how the team itself will function. This document will be referenced throughout the lifecycle of the capstone project to provide a clear set of norms, ensuring the team can communicate and cooperate effectively.

Team Members and Roles:

- Ayla Tudor - Team Leader
 - Responsible for coordinating task assignments, ensures work is progressing, runs meetings, and makes initial efforts to resolve any conflicts.
- Luke Bowen - Recorder
 - Responsible for maintaining detailed meeting minutes for each weekly team meeting.
- Elliott Kinsley - Architect
 - Responsible for keeping the project's structure in line with the goals.

Team Meeting Expectations:

- Meeting Times:
 - We have agreed to meet twice a week: once online via Zoom to plan and discuss our goals for the week, and once in person at Cline Library on campus on Tuesday at 7:00PM to work collaboratively.
 - All meetings will begin with each member sharing what they have accomplished since the last meeting, leading into what we each plan to accomplish in the coming week.
 - We will utilize a shared Google Doc for tracking our meeting minutes each week which will be available to each group member.
- Decision Making:
 - As there are three of us, we will use a majority rules system for any major decisions, in an attempt to limit any long delays due to disagreements.
- Attendance & Conduct:
 - Any team member who consistently fails to attend meetings, or fails to participate in the project will first be given a polite warning from the other team members. If said actions continue, our team will directly follow the process outlined in the CS Capstone “Policy and Process for managing non-performing team members”

document included in the course policies. This will be carried out by clearly communicating team expectations followed by formal, direct measures involving faculty if necessary.

Tools & Document Standards:

- Version Control:
 - We will be using GitHub to share and maintain our codebase for this project. Each new feature will be implemented on its own branch, with any pull request to main requiring the review of both other team members before merging. Each commit to the codebase will be accompanied by a commit message of at least one sentence briefly explaining any changes/additions.
- Issue Tracking:
 - During the development phase of this project, any open issues will be tracked and assigned using the issue tracking feature within GitHub.
 - During the planning and design phase of this project, any open issues will be tracked and assigned within our weekly meeting minutes documents.
- Word Processing & Presentation:
 - Our main tool for collaboration on document and presentation based deliverables for this project will be Google Drive. For word documents we will work on a shared document via Google Docs, and for presentations we will work on a shared presentation via Google Slides.
- Composition & Review:
 - To ensure a polished and professional deliverable every time, we will rotate team members for a lead editor for each assignment. We will have a rough draft of every deliverable done at least 24 hours before the final deadline, to allow adequate time for the lead editor on that assignment to review the flow and levels of detail for that specific deliverable.

Team Self Review:

At the first weekly team meeting of each month, our meeting will begin with a short team self review. These will take the form of an informal verbal conversation, where each team member will share their thoughts on things they think they have done well, things they think they could improve on, as well as their plan of action for improvement. This will also be time for any

team members to verbalize any concerns they have with any other team members, or any overall issues with the total group production.