

SynthLang



Team Standards

Feb 7, 2026

Project Sponsor Dr. Benjamin V. Tucker

Faculty Mentor Isaac Shaffer

Members

Paul: Lead, Coder

Tyler: Recorder, Coder

Logan: Release Manager, Coder

Jalen: Architect, Coder

Introduction:

This is a document for what is expected out of the team for each member and the project itself. The following sections cover roles, team meeting times, means of communications, tools for our project, etc.

Team members and roles:

Team Leader: Paul

- Set up the meetings.
- Main communicator with the client.
- Keeps track of teammates.

Recorder: Tyler

- Keeps track meeting minutes with team, client and mentor.

Architect: Jalen

- Responsible for ensuring core architectural decisions are followed
- Includes language used, deployment method, data storage solution etc.
- Balances out scalability and maintainability

Release Manager: Logan

- Leads project versioning and branching
- Reviews commit logs for accuracy, readability, and understandability
- Ensures tools can build correctly for a working release

Coder(s): Paul, Tyler, Logan, Jalen

Team Meeting Expectations:

Meeting Times:

We will meet every Monday with our client at 8:45-9:45AM at the Health Professions Building at room 319.

Our set weekly meeting time will be Mondays at 3-3:45pm on Zoom. For impromptu meetings we will set up a when2meet on discord and meet over that same application as well.

We will meet with our mentor at 1-1:30 every Thursday at SICCS third floor in the open cubicle area.

Agenda Structure:

1. Member Report: members detail what they have been working on/accomplished in the past week
2. New Tasks: team members discuss new tasks and how they will be distributed

Minutes:

Tyler will record meeting minutes. The team can rotate minutes taker as desired.

Decision-Making Process:

Decisions will be made by 3/4 agreement.

Attendance:

Without prior approval, members should expect to attend every meeting. Upon the first missed meeting, the member should expect a verbal warning from the team lead. Missing three meetings will result in a report to the team's peer mentor.

Conduct:

First and foremost, stay on track. Team members should limit discussion of unrelated topics as much as possible. If any interpersonal disagreements or behavioral issues arise, they will be handled in the following manner: on first occurrence a polite heads-up (outside of meeting), if the issue persists, a formal discussion in team meeting, finally, if the issue is unresolved, a team discussion with the CS Capstone Organizer.

Tools and Document Standards:

Version Control:

We will use GitHub for version control and issue tracking.

All commits should be done in their own branch, and reviewed by the architect and release manager before being merged into main.

Issue tracking:

GitHub issue tracker. We will also keep track of assignments that need to be done outside of coding in GitHub.

Word Processing and Presentation:

Google Docs, Sheets, and Slides will be used for document creation.

Composition and Review:

Lead Editor: Tyler Bryant (Will rotate)

- Responsibilities include: grammar and spell checking, information accuracy and relevancy, style coordinating, and content restructuring, if needed.

Deadlines:

Final: Wednesday EOD before mentor meeting

Drafts: Monday before team meeting

Team Self Review:

On the first meeting of each month, we will be conducting self reviews. Each member will share things they think they have done well, and things they would like to improve on. Other members are encouraged to comment on what the member shared. These self-reviews are intended to take up only 10-15 mins (subject to change) of the 45 min meeting time.