Team Standards

Team Ceres
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Introduction

This document will serve as a set of standards that our team will adhere to. These standards may serve as a reference as well as a guideline for the team.

Roles

Leader

The leader will be in charge of scheduling team and client meetings as well as turning in any deliverables.

Recorder

The recorder will be in charge of taking notes at team meetings, client meetings, and maintaining the team website.

Communicator

The communicator will be in charge of all contact between the team and the client as well as the team mentor. The communicator will also be in charge of recording electronic communications between the client and team mentor.

Facilitator

The facilitator will be in charge of resolving any disputes as well as maintaining team civility during meetings.

Meetings

Weekly Meeting Time

Weekly meetings will be held every Tuesday at 4:30PM in room 104 in the engineering building.

Standard Agenda

The standard agenda for meetings will be as follows
   a. Discuss any unresolved issues from previous meeting(s)
   b. Go over weekly deliverables (if applicable)
   c. Revise weekly tasks (either individual or team tasks)
   d. Schedule next weeks tasks
   e. Conclude meeting

Decision Strategy

Decisions will be made with a unanimous agreement. If a unanimous agreement cannot be made then the facilitator will determine means of coming to a decision.

Minutes

Minutes will be distributed the day after meetings and will be posted on the team website.

Attendance Rules

If a member misses a meeting without prior notice:
a. The first missed meeting – verbal and written warning
b. Additional missed meetings – if attendance becomes an issue then a meeting will occur to try and resolve the issue. If missed attendance continues then further action will be taken (poor peer evaluations, removal from team, etc.)

If several meetings are missed *with* prior notice then there will be a reassessment of meeting/scheduling times and possible further action.

Conflict Resolution Strategy

If there is a conflict between two or more members of the team it should be resolved in a mature and civil manner:
a. Interpersonal disputes – If there is a dispute between two members of the team, the third member of the team will act as a neutral mediator to try and resolve any disputes. If the dispute cannot be resolved an emergency team meeting will be held with the team mentor to reassess how the team will continue.
b. Nonparticipating member(s) – Nonparticipating members will receive a verbal and written warning first. If lack of participation continues further action will be taken (poor peer evaluations, removal from team, etc.)
c. Design change without team consent – If a design change is implemented without the team's approval, that team member will be reprimanded whether or not the design change was a necessity.

Document Standards

Word Processor Version

The word processor format will be '.doc'. This format is shared by Word 97 through Word 2007 for Windows, and Word 98 through Word 2008 for Mac.

Coordination

The team leader will be in charge of coordinating and assembling team documents and deliverables.

Version Control

The most current version of all documents will be posted on the team website. In order to keep track of changes and be able to 'roll back' to previous versions the Word "Track Changes" feature will be used.

Format

All deliverables will include a cover page with the title of the document, the team name, as well as the team members and their titles.

If applicable, a table of contents will be displayed on the first page of the document and will be in the 'formal' format.

Page numbers will be displayed in the bottom middle of each page following the cover page.

Headers will be in bold Arial 16 pt font.

Sub-headers will be in italicized bold Arial 14 pt font.

All typed text will be in normal Times New Roman 12 pt font.

Review Process

All individual efforts will be submitted to the team leader at least three days before submission date. The team leader will then review and compile a draft to be sent to the team. Team members will then review and resubmit any changes to be made in the final submission.

Self Evaluation Method

When

Team evaluations will occur weekly as part of team meetings (if applicable).

How

In order to maintain a team schedule each member's individual efforts will be assessed as well as the team's progress as a whole. If any member is falling behind then the team will reassess efforts in order to stay on schedule.

Standards for Behavior/Cooperation

Design Changes

If a team member has a conflict with the current design or has a suggestion for additional designs then that team member's suggestion must be agreed upon by the team before implementation.

Meeting Behavior

Team members should be treated equally and with respect during meetings. This means not speaking over one another, giving everyone a chance for input and allowing for unanimous agreement between team members.