

Disease Outbreaks

Team Standards

Team: Lemmer's Disease

Abdulaziz Alhawas
Jean-Paul Labadie
Jordan Marshall
Luis Valenzuela

[Introduction](#)

[Documentation Procedures](#)

[Tools](#)

[Version Control](#)

[Formatting](#)

[Composition and Review](#)

[Meeting Procedures](#)

[Meeting Time](#)

[Agenda Structure](#)

[Minutes](#)

[Decision-Making Process](#)

[Attendance](#)

[Conduct](#)

[Team Roles and Expectations](#)

[Code of Conduct](#)

[Role Definitions](#)

[Team Self-Review:](#)

[Schedule](#)

[Process](#)

[Documentation](#)

Introduction

This document details the expectations and guidelines for all team members on the Disease Outbreaks project. All items are subject to change. Changes will require a majority vote from the team in order to take effect.

Documentation Procedures

Tools

The tools that we will use for the duration of this project will be a combination of Google Docs for drafting and collaboration and a LaTeX editor for producing the final drafts of our documents. Google Docs will ensure that we all have a single place to make changes to a document whether we are able to meet in person or not, and a LaTeX editor will help produce a professional document.

Version Control

Version control for both code and document changes will be handled by GitHub. This will help keep track of changes made to both and we will have the ability to rollback changes when needed. All of changes will be made by pulling branches off of the master branch. We will each be able to pull branches depending on what need to be implemented and when the implementation is complete we can then push the changes to the main branch. If another member of the team wants to have the most up to date project, they can simply pull from the repository and all files will be updated.

Formatting

The structure of all of our documents will consist of a cover page, a table of contents (if the document is more than 2 pages in length), headers with subsections, page numbers, and single spacing.

Composition and Review

The requirements and deadlines for different parts of the project will be decided at meetings and will depend on the complexity of any given part. Once those documents are completed by the given team members they will be taken and put into a single document that will be formatted according to our guidelines and a final PDF will be produced using LaTeX.

Meeting Procedures

Meeting Time

Tuesdays 2:20-3:30 in EGR Room 321; unless otherwise specified.

Agenda Structure

Meetings will start with oral progress report from each member, this will be documented by the recorder for reference. Meetings should consist of brainstorming and goal setting of the overall project with clear direction and planning, along with the chance for each member to speak on issues they think worthy to discuss. Every meeting shall end with clear goals of each team member to attain by the next meeting. Meetings shall also consist of a time to speak up for under/over performance of group members.

Minutes

Minutes will be broken up as the group sees fit after the beginning report has come to a close. These minutes should be tracked roughly by the recorder to get a general idea of how each meeting goes.

Decision-Making Process

Decisions should be made clear to all group members with no less than 3/4 vote among the group.

Attendance

Weekly meetings are mandatory, and everyone should make their best effort to attend them all. If you cannot attend a meeting, a 24 hour notice should be given to the group. A rescheduling may be attempted if agreeable. Unannounced tardiness will only be an issue if excessively lateness occurs (15 minutes or more). Excessive lateness will be documented as absences. In extreme cases group members may be kicked by a unanimous decision only, after consultation of Dr. Otte.

Conduct

Meetings should aim to stay loosely on the topic of discussion. If a wild tangent is met any group member shall be able to drag the team back to the task at hand.

Team Roles and Expectations

Code of Conduct

1. Regardless of role or the particulars of an assignment, all team members are expected to contribute meaningfully towards the objectives and goals of the team.
2. If a team member finds their role under-utilized during an assignment, they are expected to pivot to other tasks or provide useful support to the other roles.
3. Team members are expected to perform their role on each assignment and task with or without direction from the Team Leader or other team members.
4. Decisions which affect the entire team require the input of all team members.
5. Most decisions will be decided by $\frac{3}{4}$ majority vote of team members.
6. The team leader can override a team decision, but only when acting in the best interests of the team.
7. Disagreements with decisions made by the team leader, as well as other unresolvable conflicts, should be appealed to the judgement and arbitration of the involved faculty (Dr. Wolf-Dieter Otte).
8. At all times while acting in their capacities, team members must maintain at a minimum: a professional demeanor, courteous attitude, and respectful stance towards the customers and other team members.
9. At all times while acting in their capacities, team members are encouraged to: be friendly, offer their help, be honest about their abilities and concerns, and generally assist in the long-term health of the team.

Role Definitions

- *Team Leader:*
 - Coordinates and delegates task assignments
 - Ensures that all team-member's work is progressing
 - Directs discussions and meetings
 - Resolves conflicts and tied-decisions
- *Customer Communicator:*
 - Coordinates and conducts communications with the customer
 - Records critical details of team meetings
 - Ultimately responsible for documentation and deliverable texts
- *Architect:*
 - Leads architectural decisions (subject to voting)
 - Maintains a researched proficiency in chosen design patterns etc
 - Ensures that core architectural decisions are implemented correctly
- *Release Manager:*
 - Coordinates and oversees project versioning and branching
 - Reviews and edits commit logs using the agreed upon guidelines
 - Ensures that any build tools can quickly generate a working release

Team Self-Review:

Schedule

The team will meet after each assignment due-date to discuss and evaluate performance.

Process

Self-Reviews are comprised of two components:

Individual performances will be discussed among team members informally during weekly meetings. At these informal sessions, each team member will present his work on the last assignment to the team, his performance will be discussed openly by team members.

Peer evaluations will take into account informal discussions regarding performance, and will evaluate based on the following criteria at a minimum:

1. Ability to communicate, including responsiveness
2. Ability to meet deadlines
3. Ability to meet objectives, including standards of quality
4. Ability to adjust performance based on team feedback

Each section accounts for 25% of the final peer evaluation score. Comments can also be included to the discretion of the evaluator.

Documentation

After the end of performance discussions, the team will add on the existing 'peer eval' document and use it to document the result of performance evaluations.