



# *Skyward*

## **Team Standards**

*09/26/2016*

### **Team Name:**

Skyward

### **Team Members:**

Gage Cottrell  
Kaina Crow  
Justin Kincaid  
Chris French  
Alexander Sears

### **Sponsors:**

Dr. Michael Mommert and Dr. David Trilling

### **Mentor:**

Dr. Otte

# TEAM INTRODUCTION

## Purpose:

The purpose of this Team Standards document is to outline the roles of our members, expectations, tools to be used, and other policies that Team Skyward has agreed upon. The standards discussed below are to be read and understood by all members of Team Skyward.

# TEAM MEMBERS AND ROLES

## Team Leader:

The team member that coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts.

- **Gage Cottrell**

## Customer Communicator:

The team member that coordinates and conducts customer communications.

- **Kaina Crow**

## Recorder:

This team member maintains detailed meeting minutes.

- **Alexander Sears**

## Architect:

This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.

- **Chris French**

## Release Manager:

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.

- **Justin Kincaid**

## Programmers:

Below is a breakdown of the programming roles each member of the team will play throughout development of the project.

- **Gage Cottrell**
  - Back-end development, front-end as needed
- **Kaina Crow**
  - Front-end development, back-end development as needed
  - JavaScript, databases, node.js
- **Justin Kincaid**
  - Back-end development
- **Alexander Sears**
  - Accessible and responsive front-end development, backend development as needed

- HTML5, CSS3
- JQuery, Bootstrap
- **Chris French**
  - Front-end development, back-end as needed

## TEAM MEETING EXPECTATIONS

### Meeting Times:

- **Monday (optional)**
  - 7pm - 8pm
  - Engineering Building (Bldg 69), Room 218
- **Thursday**
  - 4pm - 5pm
  - Physics Building (Bldg 19), Room 202
- Slack, Skype, or email may be used if all members may not be present.
- Meetings on the weekend will be acceptable, but must be planned in advance.

### Agenda Structure:

The structure of our meetings should at minimum follow the “*Meeting Minutes*” outline described below.

### Meeting Minutes:

Meeting Minutes will be created during the meeting by the Recorder (Alexander Sears), and will be uploaded into the shared folder “*Meeting Minutes*” within the teams google drive folder.

The Team Skyward Meeting Minutes Format is as below:

- **Call to order**
  - Team Name: *Skyward*
  - Meeting Date:
  - Meeting Time:
  - Meeting Purpose:
  - Attendees:
  - Absent members:
- **Announcements**
  - Any important announcements will be given.
- **Unfinished business**
  - A discussion of tasks/current unfinished business will take place.
- **New business**
  - A discussion of new tasks and new work/ideals will take place.
- **Round-table discussion**
  - We will go around table with each member giving any updates/announcements as well as their current tasks.

### Decision-Making Process:

- Decisions will mostly be made with a 3/5 majority.

- Skill level and experience may be taken into account.

### **Attendance:**

- 5-10 minutes late is acceptable with proper notice.
- If any meetings will be missed, you must complete the following:
  - Communicate missed meetings to the group.
  - Send an email out to everyone including everything that you completed and any comments/concerns/questions you had regarding the project.
  - Review the minutes for any missed meetings.

### **Conduct:**

- 1) **Be excellent to each other.**
- 2) We will adhere to the NAU Student Code of Conduct.
- 3) By a  $\frac{2}{3}$  majority vote, the aforementioned members will be authorized to enforce the code of conduct.
- 4) No sexism, racism, or religious intolerance of any kind will be accepted.
- 5) In the case of an argument, team members will not speak over each other, and will calmly wait for everyone to speak their piece.
- 6) Any conflict between members should be confronted to each member involved before getting members outside the conflict involved. Refer to Code of Conduct Item 1.
- 7) If any member is found to be least excellent, they will be reminded of the standard of most excellent 3 times before punitive action will be enforced.

## **TOOLS AND DOCUMENT STANDARDS**

### **Version Control:**

- **Bitbucket**
  - Major features should be broken up into separate branches from main.
  - Work on branches should be communicated using our working toolset.

### **Issue tracking:**

- **Google Forms**
  - Every week, each team member will fill out a google form, stating what they worked on for the week and the results will be sent to Otte each week.
- **Trello**
  - Used for task management.
- **Slack**
  - Main form of team communication, should be checked daily, notifications should be turned on.
- **Gmail**
  - Alternate form of communication between team members, main form of communication for sponsors and Mentor.

### **Word Processing and Presentation:**

- **Google Drive**
  - Google Slides will be used for presentations.
  - Google Docs will be used for all word processing.
- **Photoshop**
  - Used for graphical asset creation.

### **Composition and Review:**

- Rough drafts should be submitted to the team editor at least 5 days in advance for editing and informational changes.
- All final drafts should be submitted to the team editor at least 24 hours in advance to allow for last minute editing time and to be reviewed before submission.

## **TEAM SELF REVIEW**

### **SELF REVIEW POLICY:**

Google form self reviews will be filled out weekly. Completed forms will be visible to the entire team, and a copy of each will be sent to the team mentor (Professor Otte).

The self review form will be used to note what we have done well, what we need to improve on, as well as bringing up any issues in the group before they get out of hand.

We will also have a google form set up to go over weekly tasks and document what we have worked on so that it is well documented and everyone knows what it is that their team members worked on that week. We will discuss them at the beginning of our first meeting of the week.