

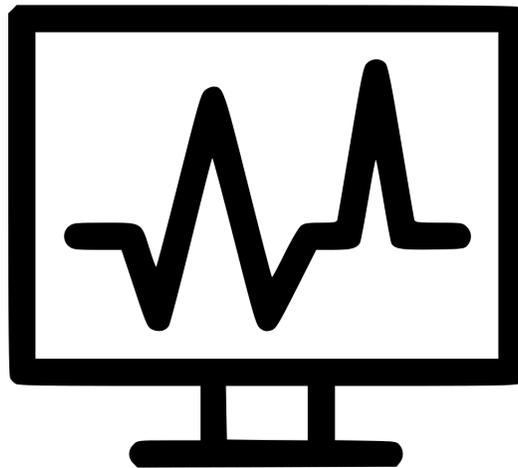
Team Standards

CS476

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This document contains our team's standard for work. Included below are our team roles, information about meetings, as well as standards for our tools and documents. This outline will be used throughout the semester to dictate what our jobs and goals are, and how we divvy out various tasks.

Team members and roles:

- Team Leader: Robert Rasmussen
- Customer Communicator: Robert Rasmussen
- Recorder: Nathan Payton- McCauslin
- Website: Nathan Payton- McCauslin
- Architect: Alexander Grzesiak
- Release Manager: James Todd
- Coder: Robert Rasmussen (Back-end, C++), James Todd (Source Control, R), Alexander Grzesiak (C++, Matlab), Nathan Payton (Matlab, Web Programming)

Team Meeting Expectations

- Meeting Times: We will be meeting 30 minutes before our meeting time with the professor to discuss what topics need to be brought up in our meeting. We will also be meeting for an extended period of time after the meeting with the professor to talk about who is going to focus on what and review what was discussed in the meeting. We will meet for a minimum of one hour. We will also occasionally meet up on Tuesdays at 5:30 if we feel we need more time to discuss roles and ideas with one another.
- Agenda Structure:
 - Pre-meeting:
 - 10 minutes to review what each member did over the week.
 - 10 minutes to go over questions we would like to ask the professor
 - 10 minutes to decide on possible future plans.
 - Post-meeting:
 - 20 minutes reviewing our meeting with the professor.
 - 20 minutes discussing our roles for the week and what we each hope to accomplish.
 - 20 minutes to cover any additional information we need to cover.
- Minutes: Nathan will type up an overview of the meetings and put them on both our team website as well as Google Drive.
- Decision-Making Process: We will decide based on a simple majority. Because there are four of us, there will be ties. In this case, we will discuss in detail to see if we can change each other's minds. If we cannot come to a conclusion we will either flip a coin for more trivial matters, or speak to our professor for more important matters.
- Attendance: People will be expected to arrive on time. If they will need to miss a meeting, they must let the team know as soon as possible, with a minimum of 24 hours unless it's an emergency. If Nathan needs to miss a meeting, Alexander will fill the role

of note-taker. If you are more than 10 minutes late to a meeting, you are required to bring donuts to the next meeting.

- **Conduct:** Our meetings will closely model Scrum, with the team leader acting as the ScrumMaster. For individual conflicts, members will speak to one another and provide constructive criticism for the issue at hand. If improvements are not made, the party will speak to the team lead to resolve issues. If no improvements are made, we will have a group meeting to discuss the issue. If progress is not made, we will either speak with our professor, or speak with Dr. Doerry, depending on the nature of the issue.

Tools and Document Standards

In this section, you'll cover all of the tools you'll use, expectations for how they will be used, and related processes. Some examples include:

- **Version Control:** We will be using git as our version control software. We will also be using Gitlab as our repository.
- **Issue tracking:** We will be using Trello as our form of issue tracking.
- **Word Processing and Presentation:** We will be using Google Docs for our work processing and presentation software. We may use Powerpoint for presentations as well.
- **Composition and Review:** Document rough drafts will be due by the meeting one week before the due date. Final drafts will be due 48 hours before the due date. These times can be extended by any team member as needed. Sections will be decided in our post-meeting meeting. Robert will be the editor for each document. James will professionally print any paper material needed.

Team Self Review

The team will meet half an hour early on the first Friday of every month to hold a self review session. Members will compile thoughts and ideas, as well as likes and dislikes, about the progress our team is making. In the meeting, we will each share what we've written down. In the event that a member is uncomfortable submitting something to the group, they can instead submit and concerns to the team leader and the two will work to address the issue together.