

Team Standards

Ecolocation

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September 21, 2017



Introduction

The purpose of this document is to clearly define roles of team members and to decide which software the team will be using. This will provide a smoother collaboration and cause less conflicts due to software incompatibilities.

Team Members and Roles

Brenden Bernal

- Team leader
 - Coordinates task assignments
 - Runs meetings
 - Ensures project is progressing
 - Makes initial efforts to resolve conflicts
- Customer Communicator
 - Coordinates with customer

Chandler Hayes

- Recorder
 - Maintains a record of the team meetings and who is assigned each task

Michael Hatzell

- Release Manager
 - Coordinates project versioning and branching
 - Reviews and cleans up commit logs for accuracy, readability, and understandability

Anthony De La Torre

- Architect
 - Ensures core architectural decisions are followed
- Director of Document Delivery
 - Turns in physical documents to Dr. Doerry

Meeting Expectations

Meeting Times

- Tuesdays or Thursdays at 5:30pm in the Suites
 - Day of the meeting depends on the current workload or class schedule
 - On weeks with a large project due will meet Tuesday and Thursday
 - Final meeting time each week will be announced on Slack no later than Monday at 10:00am.

Agenda Structure

- Begin each meeting with a brief summary from each member detailing reporting their progress on their assigned tasks
 - Provide time to allow team members to ask questions or to ask for help
- Discuss new tasks that need to be completed
 - Elaborate on what each task entails and go over a basic outline on how to do it
- Assign discussed tasks to members
- Go over project timeline to ensure we are on track
- If it is first meeting of month, then end with informal team self review
 - See Team Self Review section for format

Minutes

- Record each component of Agenda Structure
- Minutes will be stored in a folder on the team drive

Decision Making Process

- Each side presents pros and cons of a decision
- Group discussion of overall decision options
- Team vote for implementation decision, majority wins
- In case of a tie, the person implementing the decision will break the tie

Attendance

Allowed Absences

- Each team member is allowed three excused absences

- If a member reaches ten absences they will face severe disciplinary action and potentially be fired depending on other conduct
- Dealing with absences:
 - Team should be notified at least 24 hours in advance.
 - If a meeting is missed:
 - The absentee member does not get a say in decisions reached or tasks assigned
 - The absentee member must read the minutes report for the meeting
 - If member is more than twenty minutes late to a meeting it will be counted as an absence
 - If member exceeds the three allowed absences then for each absence, up to but not exceeding ten absences, the absentee member will be responsible for editing the documents for that week.

Conduct

- Team members are expected to follow agenda structure and be on time and on topic
- Participation is mandatory
- Dealing with members who do not complete work on time, produce poor work, or have poor/rude behavior:
 - First offence results in a warning
 - Second offence will result in formal team discussion
 - Third offence will result in team discussion with the CS capstone organizer
 - There is a potential to be fired
- Dealing with interpersonal disputes:
 - Team members who disagree should discuss amongst themselves and try and to reach an agreement.
 - If they cannot resolve the issue themselves, bring it before the team at the next meeting

Tools and Document Standards

Version Control

We will be using GitHub for version control.

Commits

- Each person should commit to the current branch, not master
- When a task is complete, member should perform a pull request and Michael will be in charge of merging to master
- Commit message should be detailed and include what task you worked on

- Task could include bugs, issues, etc.

Issue Tracking

Code Issue Tracking

- GitHub issues
 - Each issue should be assigned to someone specific
 - Decided in meetings
 - Issues should be detailed and as informative as possible

Task Issue Tracking

- Trello will be used to track tasks
- Members are expected to complete tasks on time and keep Trello updated with progress

Word Processing and Presentation

- Google Docs will be used for document deliverables
- Google Slides will be used for presentations
- Gimp will be used for graphical design

Composition and Review

- Editor will change for each deliverable on a rotation
 - Order will be: Chandler, Anthony, Michael, Brenden
 - Order can be altered if a member is past three absences
- Deadlines
 - Each member's section should be turned in at least two days before the final deliverable
 - Editor needs to have the final deliverable done by midnight the night before the due date and must announce when deliverable is finalized on Slack.

Team Self Review

- We will conduct an informal team review on the first meeting of every month
- Format of informal self review:
 - Each person will discuss the following:
 - Something done well
 - Something to improve on and ways to improve
 - Anything else worth mentioning