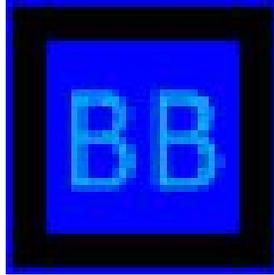


Team Standards



Team Blue Box

Bradley Barber

Melina Diamond-Sagias

Jonathan Hillman

Yunsong Wang

Zachary Wilson-Long

Sponsor: *Dr. Toby Dylan Hocking* | **Mentor:** *Tomos Prys-Jones*

Introduction

In this document we determine our individual roles in the group so as to effectively distribute work.

Team Members and Roles

- Team Leader — *Bradley*
- Customer Communicator — *Bradley*
- Architect? — *Jon*
- Recorder — *Melina*
- Release Manager — *Zach*
- Coders
 - Front-end — *Melina/Zach*
 - Back-end — *Yunsong*
 - Machine-Learning — *Jon/Bradley*
 - CI (testing) — *Zach*
 - More TBD

Team Meeting Expectations

- **Meeting Times:** Tuesdays at 1pm (mentor), Somedays at sometime (Sponsor), Fridays at 1:50pm (group)
- **Agenda Structure:**
 - Minutes 1-10
 - Two minutes update report from each team member
 - Minutes 11-20
 - Addressing any concerns and upcoming deliverables
 - Minutes 21-30
 - Planning for upcoming mentor and sponsor meetings
- **Minutes:**
 - Melina writing meeting minutes in pre-formatted google doc
 - [minute format doc](#)
- **Decision-Making Process:** In cases of disagreements 3/5ths majority will resolve them.
- **Attendance:** We expect everyone to attend every meeting, but in the case that a group member will not be able to attend, he or she must notify the group within 24 hours prior to the meeting. Additionally, all members are required to attend at least every other meeting.
- **Conduct:** All members are expected to participate in team meetings and contribute their assigned work to every deliverable and implementation.

Tools and Document Standards

- **Version Control:** GitHub and Git
- **Issue Tracking:** TBD by further meetings with Sponsor; Possibly JIRA
- **Word Processing and Presentation:**
 - **Word Processing:** Microsoft Word and Google Docs
 - **Presentation:** Powerpoint and Google Slides; Adobe Premiere
 - **Graphical Design:** MS Paint, GIMP, and Photoshop
- **Composition and Review:**
 - **Lead Editor:** Rotating on a weekly basis
 - **Deadlines:**
 - **Rough Draft:** available for lead editor 3 days before specified due date
 - **Final Version:** available for lead editor 24 hours before specified due date

Team Self Review

Individual reviews done before the first meeting of each month so they can be discussed in that meeting.

- **First due:** 10/2/2020