

Team Standards Doc



Grace Hsieh, Brett Lewerke, and Chayson Spigarelli

07 February 2022

Project Sponsor: Terry E Baxter

Course Organizer: Dr. Michael Leverington

Introduction

This document introduces team standards and reviews expectations for team members of Gaming Ed. The purpose of this document is to set expectations for the members, mentors, and sponsors of this capstone project.

Sections:

- **Team Members and Roles:** The team members will introduce themselves and their strengths, along with their roles and responsibilities they are expected to serve. Team roles that are available include: team leader, recorder, coder, release manager, customer communicator, and architect.
- **Team meetings:** Team meetings, sponsor meetings, and mentor meetings will be set in place on a weekly schedule in order to discuss tasks and assignments. Meeting minutes will be recorded for each week and a high level agenda will ensure a level of structure each meeting.
- **Standards:** Covers tools we will use for such things as: version control, issue tracking, word processing/presentation, and composition/review. These tools will help create a standard for future documents in order to preserve consistency.
- **Team Self Review:** Will be set in place in order to ensure that all members are participating and contributing their weight to the project. Each team member will evaluate themselves and will be viewable to the whole group.

Team Members and Roles

This section will briefly introduce each team member and the requirements of the roles they will have for the remainder of the project. Each team member will be assigned a coding role as we all agree it is an integral aspect of the project. Our diverse team possess a variety of skills which we will use to our advantage. Skills and specialities will be listed below for each member.

Grace Hsieh

Role: Team Leader:

- Stay in close contact with the team members ensuring all aspects of the project are completed accurately and on time.
- Handle internal issues within the team.

- Has a planned agenda before the meeting and is expected to manage/run the meeting.
- Issues concerning a three way tie will be overruled by the team leader after considerable debate.

Role: Customer Communicator:

- Confirm that the project meets all sponsor expectations and requirements.
- Communicate via email with the sponsor and the mentors.
- Relay information from sponsors and mentors to team members via discord or email.

Role: Coder:

- Writing and reviewing code

Brett Lewerke

Role: Architect

- Knowledgeable in usage of SQL/ noSQL databases
- Construct file organization
- Enforce proper coding standards are being followed
- In charge of language and back-end being used

Role: Coder

- Writing and reviewing code

Role: Release Manager

- In charge of releasing code to main branch
- Cleans up old branches to ensure cleanliness

Chayson Spigarelli

Role: Recorder

- Take down meeting notes every week for each type of meeting: sponsor, mentor, and team.
- Upload meeting notes after every meeting on discord in the minutes section.
- After uploading notes I will ask team members to review the minutes for accuracy.

Role: Coder

- Contribute to coding the website in order to ensure accuracy and reduce load on other team members.
- Will be working more on the front-end of the project.

Team Meeting Expectations

Meeting Times:

- Team Meetings
 - Sundays @3:00pm
 - Discord call
- Mentor Meetings
 - Tuesdays @2:30pm
 - Engineering Building Room 104 or 105 (Switching to online, link will be sent by mentors)
- Sponsor Meetings
 - Wednesdays @ 2:00pm
 - Engineering Building Room 301
- Impromptu Meetings
 - Members must confirm attendance at least 8 hours beforehand
 - Team: Arranged through Discord
 - Mentor/Sponsor: Arranged through Email

Agenda Structure of Internal Team Meetings:

- Discussion of current and future activities.
 - Each member explains what they did for the week.
 - Each member shares any issues that they had during the week.
 - Add each contribution to the task report.
- Team leader goes through new week's assignments.
 - Assign sections to each member based on roles and responsibilities.
 - Confirm details in case of confusion amongst members.
 - Possible questions for the mentors/sponsors are recorded.
- Address any possible late tasks.
 - Identify reason for lateness
 - Reallocate members towards the task and make it a higher priority than upcoming tasks
- Conclude the meeting

- Minutes will be uploaded to discord and a shared Google Drive within 1 hour of the meeting ending

Minutes:

- Recorder (Chayson) will record what happens during meetings amongst the team, sponsor, and mentors in a Google Drive document
- The document will be extended for future meetings

Decision Making:

- All conflicting ideas will be agreed to by a majority vote of two-thirds

Attendance:

- Issues pertaining to medical, legal, and familial can create exceptions.
- Unforeseen emergencies will first be discussed internally within the team in order to see if the absence meets the requirement of an “unforeseen emergency”.
- Any excused absences must have a four day advance notice.
- Three unexcused absences will result in a strike
 - Each strike has the penalty of getting a complaint from at least one team member via email to a mentor. Would also result in at least a X reduction in peer evaluation scores and could potentially involve notifying the course organizer.

Conduct:

- Basic conflicts not involving absences will be first attempted to be handled internally.
- Any individual team member has the option of contacting the mentor if they believe something is wrong.
- Consequently, interpersonal arguments concerning two individuals for aspects will be debated on and decided upon by the third member of the team.

Tools and Document Standards

Version Control:

- We will be using GitHub for version control:
<https://github.com/ShayDPanda/RTX-Gamification-Classroom>
 - Link is private and for team members only until sponsor authorization
- We will have a main and dev branch: the main branch for holding the final code at all times, and the dev branch will be our final code testing branch. Releases will only be made to the main branch by the architect.

- The main branch will only be pushed onto the server by the architect (Brett Lewerke).
- Other branches will be used for bug fixes/features and will be named according to what they fixed/added.

Issue Tracking:

- Drafts of documents from Google Documents will be submitted to the mentors to make comments which the team will act on using the suggestions feature.
- “Track changes” must stay turned on for Google Docs.
- Email to mentors when a document is finished.
- The weekly task reports will be used to create tasks, assign tasks to team members, and monitor the progress of tasks.
 - Task report will be emailed to mentors the same day of the meeting but before the meeting start time.

Word Processing and Presentation:

- Formatting for future documents will continue to use the same cover sheet template as this document does.
- Visual editing for graphics such as icons and the logo will be determined based on the specificity of the created object. Windows Paint will be considered as the default option for placeholder graphics. Also we will be using Times New Roman as our default font.
- Text editors are based on personal preference.
- An IDE will be chosen at a later date due to possible changes to which language is used.

Composition and Review:

- Final drafts are to be submitted to the mentors on Mondays before 10pm.
- Editing:
 - All documents should be completed by at least 4pm the day before the due date to allow time for editing
 - Preliminary editing is the responsibility of the original writer of each section. Another editor will be assigned to each document to check for consistency. Grace will be the last one to review each document due to the need of turning it in.

Team Self Review

Self reviews will be conducted every month in order to track each team member's contributions. Each team member will critically evaluate their performance and be encouraged to highlight positives and negatives, wherever appropriate. Each team member will have a chance to review everyone's self reviews because they will be shared in a Google Drive folder.

Template for Future Reviews:

Team Member Name

- Things I have done well
 - <Item 1>
- Things I need to work on
 - <Item 1>

January Review:

Chayson Spigarelli

- Things I have done well
 - Starting projects early: Gives more time for review
 - Organization: Structuring Discord to make it easier to find and complete assignments
- Things I need to work on
 - Communication: Check emails more frequently, prioritizing those from team members
 - Formatting: Not using too many levels of bullet points

Grace Hsieh

- Things I have done well
 - Organized the team
 - There were some rough patches, but we got through it between organizing meetings and establishing the team dynamic
- Things I need to work on
 - Communication
 - Clarity of intent needs to be a top priority

Brett Lewerke

- Things I have done well
 - Communication
 - I have responded to all my group mates and I keep up to date with Discord
- Things I need to work on
 - Setting up documents
 - I did not contribute enough to setting up our project