Team Standards

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Introduction

The purpose of this document is to create a shared agreement among Team Heartstep as to how the team will function. The following parts will contain information on our roles, our expectations for team meetings, standards for tools and document submissions, and details on self reviews.

Team members and roles

- **Team Leader:** Halcyon de la Rosa. The Team Leader is responsible for coordinating tasks, running meetings, communicating with team members in the case of disputes, and editing deliverables.
- **Customer Communicator:** Karina Anaya. The Customer Communicator is responsible for coordinating and conducting customer communication, as well as maintaining the team's Discord server.
- **Recorder:** Noah Olono. The Recorder is responsible for keeping meeting minutes and creating deliverable templates.
- **Architect:** Anton Freeman. The Architect is responsible for making sure that we stick to our architectural plans and decisions when we implement our project.
- **Release Manager:** Keil Hubbard. The Release Manager is responsible for coordinating project versioning and branching, reviewing and cleaning up commit logs for accuracy, readability, and understandability, and ensuring that builds work properly.
- **Coder:** All of us will be doing coding. At this point we are not yet sure on what parts each of us will play in the coding process as we are not entirely sure what our client wants because we have not yet met.

Team Meeting Expectations

- **Meeting Times:** Meetings will be conducted in person after the late class on Fridays. In the case that the week does not have a class, meetings will be held at 4PM via Discord call. Any and all impromptu meetings must be announced five hours in advance, and any missed attendance will not be given a strike.
- **Agenda Structure:** All meetings will begin with a short report from each member about their progress. After that, we will discuss our week's upcoming tasks and plan for how we will go about completing them. Finally, we will discuss any further tasks and the basic plan for those.
- **Minutes:** The Recorder will write up the minutes in a Google Doc that is to be shared with the rest of the team in our shared Google Drive. Minutes will be split into three sections, with summaries of what was discussed in each section.
- **Decision-Making Process:** In the case of disagreements, decisions will be left up to a majority vote.
- **Attendance:** Attendance at team meetings is mandatory except when prior notice is given. Failure to attend meetings without prior notice given will result in one strike: three strikes will result in a formal notice and a mandatory meeting to resolve the issue.
- **Conduct:** Meetings are to be conducted in an orderly manner, with all team members expected to act professionally. In the case of issues with a team member, that member will be first given a quick notice of the problem and what they can do to fix it. If the issue is not resolved within a week, the team will have a discussion during our Friday meeting and the member will be given another chance to fix the issue. In the case of the problem continuing for another week, the team will have a formal meeting with the CS Capstone Organizer.

Tools and Document Standards

- **Version Control:** Version control will be maintained using the team's Github. Organizational standards will follow a standard already established by one of the team members. (https://github.com/KeilHubbard/style-rules), understanding that some practices may evolve with the project.
- **Issue Tracking:** Issue tracking will be done using the team's shared Trello board.
  The team Trello board has been set-up for Agile development practices, including Epics & Sprints.
- **Code Review:** Will always occur at the end of a sprint, or as decided by ⅗ team majority.
  Pairs will be randomly assigned to read over each-others code together without compiling/ running any code to confirm style guides are followed and record possible improvements or areas of outstanding performance for future sprints.-
- **Release Management:** A "Release Notes" document shall be created at the apparent completion of each sprint.
  This document must include all tickets handled in that sprint, bug fixes, new features and improvements and known/ not fixed bugs.
  Upon completion of a sprint and publishing of the release notes the working branch will be merged into a persistent branch for QA & UAT. Tests passed, failed or marginal will be recorded and rated for severity before release to a "stable/ production" branch.
- **Word Processing and Presentation:** Word processing will be done using Google Docs in the team's shared Google Drive folder.
  Presentations and their graphic design will be made using Google Slides in the same folder. Any documents that must be sent digitally will first be exported to PDF format.

Tools and Document Standards Continued

- **Composition and Review:** All parts of non-code deliverables must be delivered to the Team Leader for review 48 hours before the deadline as a rough draft. Final drafts following editing will then be due 24 hours before the deadline in order to allow the Team Leader time to complete the deliverable and send it to another team member for printing.

Team Self Review

Team self reviews will be conducted in the last week of each month with a Google Form survey. These surveys will include fields on what each team member believes they did well, what the team member believes needs improvement, and a plan on how they plan to improve. After the survey is completed we will discuss the results in the following team meeting and give constructive feedback to each member.