



Title: Team Standards

Date: September 28th, 2021

Olympic Developers

**Peter Galvan, Camden Hortline,
Jason Gaglione, and Collin Rampata**

Sponsor: Sean H. Anthony

Mentor: Melissa D. Rose

Overview: The purpose of this team standard is to set the rules and roles of members in the Olympic Developers. The following pages outline the members, roles, team meetings rules, tools and documentation resources being used.

Members and Roles:

Peter Galvan

- Roles:
 - Team Leader - This team member coordinates task assignments and ensures work is progressing. Also, makes sure to have documents prepared and distributed to team members
 - Customer Communicator - The team member that coordinates and conducts customer communications.
 - Release Manager - This team member coordinates project versioning and branching, reviews and cleans up commit logs for accuracy, readability, and understandability, and ensures that any build tools can quickly generate a working release.

Camden Hortline

- Roles:
 - Presenter - This team member is the main presenter for all presentations given to the class.
 - Recorder - This team member maintains detailed meeting minutes.
 - Databases - This member is responsible for leading core decisions on database system use and implementation.

Jason Gaglione

- Roles:
 - Front-end - This team member is responsible for leading back-end development.
 - Design - This team member is responsible for leading design decisions such as UI and color palette.

Collin Rampata

- Roles:
 - Back-end - This team member is responsible for leading back-end development.
 - Architect: This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation.

Team Meeting Expectations:

Official Meeting Times

- **Mentor Meetings (Weekly)**
 - Mentor Name: Melissa Rose
 - Time: 4 pm - 5 pm on Tuesdays
 - Location: SICCS in Room 226
- **Team Meetings (weekly)**
 - Time: 3 pm - 5 pm on Fridays (Can go over if needed)
 - Location: 65 Pine Ridge Dr, 86005 Flagstaff, AZ
- **Client Meeting (Try to do weekly waiting on confirmation from the client)**
 - Client Name: Sean Anthony
 - Time:: 3 pm - 5 pm on Monday 9/27
 - Location: Cline Library in Room 183

Agenda Structure

- For the team, meetings will begin with a 2-minute update report from each member on their activities since the last meeting.
- For the team meetings after a 2-minute update, there will be a 5-minute block for questions to ask members about their activities done.
- Before a team meeting is concluded, there will be a 2-minute exit report from each member on the activities they will be working on.

Minutes

- Minutes will be written down every week by Camden Hortline, who took on the role of the recorder. If Camden Hortline has to miss a meeting for any reason Peter Galvan will fill in as recorder for that meeting.
- The outline for meeting minutes has a template created by the team in Google Drive.

Decision-Making Process

- We will move forward with the decision if we have a 3/4 agreement. If the team is split on a resolution all sides will have 5 minutes to provide reasons on why their choice is the optimal solution. If after all sides have had their time, we will revote. If still, we are in disagreement then we will reconvene on the matter the following day and will not leave until the decision is final.

Meeting Missed

- The meeting can be missed if the team member gives a week in advance and the team agrees that it is an acceptable week to miss. If a team member misses a meeting with no prior acceptance, the team member will be given a warning for the first miss and allowed to give the reason why they missed the meeting. If it is decided that the reason was acceptable, the warning will be waived. If a team member misses 2 meetings for no acceptable reasons, they will have to give a formal apology to the group and prove how it will not happen again. Finally, if the team member misses 3 meetings for no acceptable reasons, we will take this issue to Melissa D. Rose, Dr. Doerry, and Dr. Leverington.

Conduct: If non-constructive interactions keep happening, one of the team members should bring up that we should get back on task in a constructive manner. If the non-constructive

interactions are offenses or harmful to any individual in the group, a warning will be given. If these actions keep occurring, the issue will be taken to mentor Melissa D. Rose, Dr. Dorey, and Dr. Leverington.

- If interpersonal disputes happen in the group that becomes harmful or disruptive, the team will have a meeting with an outside mediator for the opposing parties. If the dispute can't be fixed, this issue will be taken to mentor Melissa D. Rose, Dr. Doerry, and Dr. Leverington.

Section Tools and Documentation:

- Version Control: A Github repository will be used to share/maintain/manage the codebase.
 - During code development, members create a branch to ensure the main branch remains functional and merges after successful and extensive testing.
- Issue Tracking: A team Capstone Task Trello Board will be used to manage task progression in conjunction with a Project Trello Board that will be used to manage project progression.
- Word Processing and Presentation: Google Docs and Slides will be used as primary word processing and presentation software. As Tasks arise within Project progression, the group as a whole will determine sufficient software and append the Team Standard Document.
- Composition and Review: At weekly team meetings, each assignment will be discussed as a group and a lead will be decided, as a group, based on comfortability/workload. The outline of the assignment will be created using appropriate software and then divided up into sections. At which point a Trello board task will be created for each section in our Capstone Trello Board consisting of Assignment name and General Description of delegated task and assigned team member. The expected completion date of Tasks is 24 hours before the due date, at the latest, in order to give time for the lead to make final touches.

Self Review:

- Team Self Reviews Discussion will occur at the first mentor meeting at the beginning of the month.
- A Team Self Review Template is on Google Drive.
- The expectation of minimum 3 things done well and 3 things to improve on.
- Will be discussed as a team, with the mentor present, at the end of each specified meeting.
- Subject to occur more frequently based upon team production and mentor advisement.

Appendments:

- The Team Standards is a living document that can be updated and added to bypassing the decision-making process. However, if something is not in the document and the three team members feel like rules should be added to the document it will be added here. Also, the person who broke the new installments, if decided by the three other team members did something potentially harmful to the project, can still be punished by the team up to the three individuals' discretion.