



## Team Standards

2/05/24

The Lunar Pit Patrol:

Evan Palmisano, Ibrahim Hmood, Alden Smith, Caden Tedeschi, Levi  
Watlington

Project Sponsor: Trent Hare

Faculty Mentor: Vahid Nikoonejad Fard

This document is for the purpose of laying out the team dynamics and setting up the expectations and standards for our team. We'll be going through which team members do what job and how these things should be done and turned in.

### **Team Members and Roles:**

Evan Palmisano - Team Leader

Ibrahim Hmood - Customer Communicator

Levi Watlington - Recorder

Caden Tedeshi - Architect

Alden Smith - Release Manager

Coder - All

### **Team Meeting Expectations:**

Meeting Times: Fridays after capstone class

Agenda Structure: Each member goes over their progress from the week. Their successes, failures & points where they got stuck.

Minutes: date, time, attending parties, announcements from the group, major talking points

Decision-Making Process: Majority rules after discussion of options

Attendance: If you miss a meeting give prior notice and a reason for the absence, then go through the meeting minutes that will be available after the meeting.

Conduct: Respect fellow team members

### **Tools and Document Standards:**

Version Control: Our project will have a GitHub Repository

Issue tracking: Everything will be tracked in the weekly task report

Word Processing and Presentation: A team Google Drive with all of our documents, slides, excel sheets, etc.

Composition and Review: For assignments that are 10 pages or more, turn in the rough draft 48 hours before the due date or 24 hours for a final draft. For smaller assignments turn in the rough draft 24 hours before the due date or 12 hours for a final draft.

Coding Standards: Follow the GUR and regular standards for the language we are using.

### **Team Self Review:**

Everyone has to write up a little self-assessment: things I've done well, things I need to work on, improvement plan, and send these to the team leader.