Team Standards

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Team standards are MOTUS Method's written agreements on the expectations of teammates concerning how the team will function through the process of manifesting our gamified walking app. This document is a common understanding of each team member in order to facilitate smooth communication, cooperation, and collaboration. Which in turn will be a reference throughout the project's timeline. Outlined below are the roles, meeting expectations, and our tools and documentation standards.

Roles:

Team Leader: **Payton Cox**
The team member that coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts.

Customer Communicator: **Payton Cox**
The team member that coordinates and conducts customer communications.

Leader Stand-in: **Caroline Fye**
This team member takes on team leader responsibilities when the team leader is unable to carry out them.

Recorder: **Caroline Fye**
This team member maintains detailed meeting minutes.

Architect: **Tomas Jauregui**
This team member is primarily responsible for ensuring that core architectural decisions are followed during implementation. E.g. UML Diagrams & their eventual implementation.

Release Manager: **Tomas Jauregui**
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.

Quality Assurance: **Eli Barela**
This team member is responsible for testing deliverables and ensuring the group is maintaining coding standards, following requirements for deliverables, and upholding overall quality of work to be submitted by the team.

Team Meeting Expectations:

Meeting Times:
- Mentor Meetings - Tuesday, 3PM - 4PM
- Team Meetings - Thursday, 3PM - 4PM

Agenda Structure: For team meetings, we will follow the following format in this particular order:

- Standup: Every team member gives a brief summary of: What they worked on, what they are planning to do next, and what challenges they faced. Members can also mention if they are feeling any burnout and request support from the team.
- Reminders of what is next. Team members will look three weeks into the schedule and make plans for upcoming assignments.
- Delegate tasks for upcoming assignments
- Update task tracker with what assignments are in progress/completed and who is assigned to what assignments
- For the rest of the meeting time, group members will work on the tasks that are assigned

Minutes: Meeting minutes taken by the recorder and stored within a shared google drive, labeled with the date.

Decision-Making Process: Team members whenever possible will make unanimous decisions. If this cannot be achieved, try to make compromises. If compromise wont work, then a majority vote will decide. If there is a tied vote, flip a coin.

Attendance: If a member is aware they will be absent for any meeting (team or mentor), this should be communicated to the team at least 2 hours BEFORE the meeting takes place. If there is a member who has had 3 unexcused absences, or 5 excused absences, we will start with a verbal warning to the individual. If they have two absences after this warning, they will receive a written warning/write-up. If there is one more absence after all of these warnings, the member will be **terminated** (situation will be brought to Professor Steinmacher).

Conduct: If team members are having a non-productive argument about the project, other team members will give a polite heads-up and re-group, maybe followed by a formal discussion in a meeting, and ending in a team discussion with the CS Capstone Organizer. Team members will hold each other accountable for their behavior.

Tools and Document Standards:

Version Control:
GitHub will be used for version control.

Issue tracking: Our issue tracking will be done via Trello, with integration from Github to help with some autonomous management.

Word Processing and Presentation: Google sheets, slides, doc will be used for our text collaboration, adobe will be used for graphic design. Documents will be stored in a shared Google drive.

Composition and Review: The rough draft of the document will be done by team members 3 days before the due date, during those 3 days, Eli will review and send his critiques to the team members, then finally turn it in.

Team Self Review: Peer reviews will be conducted during the first Thursday team meeting of the month. It will be an informal discussion where each member will have a more in-depth version of their stand-up and provide space for others to chime in with agreement, comments, or other productive feedback.