

Measurement System Automation:

Team Standards

2/21/25

Team Name: Thermo-Gen

Sponsor: Steve Miller

Mentor: Jeevana Swaroop Kalapala

Team Members: Olivia Vester, Kameron Napier, Gareth Carew



THERMO-GEN

The purpose of this document, 'Measurement System Automation: Team Standards' is to create the guidelines our team will adhere to. In the pages following, the roles and expectations for the team members are described.

Team members and roles:

Olivia Vester:

- Team Leader/Communicator: keeps up with task assignments, runs meetings, makes sure work progresses in a timely manner and also maintains communication with client, mentor, and instructor for the team; communicates meeting times.
- Coder: initializes coding portions and assigns coding work to team members based on current project needs. Works in collaboration with the release manager to correctly file code.

Kameron Napier:

- Release Manager: oversees the final code version for each step of the project process; makes sure git is organized, well-maintained, and accurate. Make sure all commits are understandable and fit expectations.
- Coder: initializes coding portions and assigns coding work to team members based on current project needs. Works in collaboration with the release manager to correctly file code.

Gareth Carew:

- Coder: initializes coding portions and assigns coding work to team members based on current project needs. Works in collaboration with the release manager to correctly file code.
- Architect: Makes sure all requirements are met and are followed throughout the implementation process.

Team Meeting Expectations

- Meeting Times:
 - With mentor: Tuesdays at 9 am
 - With team: Fridays until 476 class time start
 - With client: as needed
 - Impromptu meetings: handled via team Discord as needed
- Agenda Structure:
 - Each meeting will begin with all team members updating the task report log with what got completed since the last meeting
 - Next, the team will see what still needs to be done and what is coming up to fill out the next week's tasks on the task report sheet
- Minutes:
 - All members will take notes during the meeting; before the meeting concludes we will make sure we are all on the same page by comparing our meeting notes
 - Meeting notes will be kept in our team Google Drive
- Decision-Making Process:
 - When the group faces disagreement we will use a 2/3 vote to choose the route taken
 - If all 3 members disagree without aligning ideas, a pros and cons list will be made to reduce the options to 2 and a 2/3 vote will be decided
- Attendance:
 - Each member is required to be present at all meetings
 - Each member can have absences; their acceptability is decided on a case-by-case basis by the present team members
 - If a member is late to a meeting (late=tardy by more than 5 minutes), that member will pick up an extra task for the week
 - If 100% necessary, a team member can attend the meeting via Zoom
 - This will count as them being present

- Conduct:
 - Group members are expected to complete all their tasks by the decided deadlines set by the group
 - If this is not completed by a member, they will get a strike (two given the severity)
 - At 3 strikes for a member the group has a meeting directly discussing this issue
 - Attendance conduct described in 'Attendance' section
 - If misconduct of a team member is persistent, the CS Capstone Organizer will be brought into the equation (this is only used in severe cases)
 - Team members will be expected to complete assigned tasks 24 hours before the due date and failure to do so will result in other members reaching out to ask if any help is needed to complete the task by the true due date. Repeated failure to complete tasks by the prescribed deadline will result in a strike.

Tools and Document Standards

- Version Control:
 - Version control will be maintained via GitHub
 - Commits are only allowed for work that is considered complete within the current timeline
 - Forking is only used when necessary-team members should be working on the code often enough together that forking should not occur super often
 - Different levels of completeness of code will be kept in varying branches of repository to outline what parts of the project are at what stage
- Issue tracking:
 - Non-coding related: Microsoft Excel sheet for task management
 - Coding related: GitHub issue tracker
- Word Processing and Presentation:
 - Google Drive (Docs, Sheets, Slides), Microsoft Teams, and Microsoft Office (Excel, Powerpoint, Word)
- Composition and Review:
 - Composed documents will be formed in Google Docs (or other Google Drive platform as needed)
 - Deadlines for these compositions including team-determined deadlines for a rough draft, a review session, and the final draft will be documented in our team's shared online calendar

Team Self Review

The team will self review once a month by each team member identifying a thing they are doing well at and a thing they are struggling with. The team will work together to propose a solution to each member's issues. Each member will receive criticism only in the form of constructive criticism. The goal is for each member to seek improvement and to possibly receive praise for what they've done well.