ArtKnights

Team Standards

25 September 2025

ArtKnights

Project Sponsor: Andres Sepulveda Morales

Team Faculty Mentor: Bailey Hall

Team Members:
Chandler Silk *(Team Lead)*
Kalyana B R Pabbisetty
Anthony Birk
Ashrith Paranam

Introduction

Our team is developing **ArtGuard**, an application/website aimed at protecting artwork in the era of Artificial Intelligence. With the rapid rise of AI-generated content, it has become increasingly difficult to distinguish original, human-created art from AI-generated pieces. ArtGuard seeks to provide tools that help identify authenticity, protect artists' rights, and build trust between creators and audiences.

This document outlines our **Team Standards**, including team roles, meeting expectations, conduct guidelines, tools for collaboration, and processes for self-review. These standards will guide our teamwork, ensuring effective communication, consistent productivity, and constructive collaboration throughout the project.

Team Members and Roles

Chandler – Team Leader, Customer Communicator, Coder

- Runs team meetings and coordinates tasks.

- Ensures project work progresses on schedule.

- Acts as the primary point of communication with stakeholders/customers.

- Leads in coding contributions.

Ashrith – Recorder, Coder

- Maintains detailed meeting minutes and organizes team documentation.

- Supports coding efforts across project modules.

Kalyana – Architect, Coder

- Ensures the project's architecture is well-designed and consistently followed.

- Provides technical direction on structural design decisions.

- Contributes actively to coding and development.

Anthony – Release Manager, Coder

- Manages version control, branching, and commit history.

- Ensures release builds are functional, clean, and properly documented.

- Collaborates on coding tasks.

Team Meeting Expectations

Meeting Times:

- Weekly meeting: Mondays 5:30 PM

- Impromptu meetings can be called via WhatsApp/Discord/Email with at least 12 hours prior.

Agenda Structure:

- Each meeting begins with a 2-minute update from each team member.

- Progress reports (written or verbal) are submitted to the team leader prior to meetings.

Minutes:

- Recorder (Ashrith) will prepare and distribute meeting minutes within 24 hours of each meeting.

- Minutes will be stored in GitHub.

Decision-Making Process:

- Decisions will be made using a **3/4 majority vote** when unanimous agreement cannot be reached.

- In case of unresolved conflicts, the issue will be escalated to the faculty mentor.

Attendance:

- All members are expected to attend every scheduled meeting.

- Allowable absences: 2.

- Consequences:

    - First missed meeting: reminder and catch-up responsibilities.

    - Additional missed meetings: discussion with the team and possible escalation.

- Tardiness: Members arriving more than 10 minutes late will be marked tardy.

Conduct:

- Team members will respect each other's input and maintain constructive discussions.

- Disputes will be handled first with a polite heads-up, followed by formal discussion during a meeting.

- Major unresolved issues will involve the CS Capstone Organizer.

- Unauthorized changes to project design/code will be reversed and discussed in the next meeting.

Tools and Document Standards

Version Control:

- Tool: GitHub

- Standards:

    - All commits must include descriptive messages.

    - Branching will be used for new features; merges must be reviewed.

    - Commit logs will be reviewed weekly by the Release Manager (Anthony).

Issue Tracking:

- Tool: GitHub Issues.

- All tasks will be documented with deadlines, assignees, and status tracking.

Word Processing and Presentation:

- Tools: Google Docs for documents, Google Slides/Canva for presentations.

- Graphic design tools (for logo/UI): Canva.

Composition and Review:

- Each large deliverable will have a lead editor assigned.

- Rough draft deadline: 48 hours before submission.

- Final version deadline: 24 hours before submission.

- Lead editor integrates sections for consistent flow, style, and detail.

Team Self-Review

- Frequency: Once a month during a scheduled meeting.

- Format:

  - Each member provides a brief self-assessment including:

    - What I've done well.

    - What I need to improve.

    - My plan for improvement.

  - Members share these in the meeting, followed by team discussion and constructive feedback.

- Purpose: To reflect on progress, identify challenges, and encourage accountability and support within the team.