Team Standards Specification

Date: September 26th 2025
Team Name: CRANCStorm
Project Sponsor: Steven Robert Gehrke
Faculty Mentor: Dr. Ana Paula Chaves
Team Members:

- Braydon Lamoreaux
- Kristopher Thomas
- Ethan Ferguson
- Noelia Canela

1. Introduction

This document establishes the standards and expectations for our team's operation throughout the CRANC App development. It outlines roles, responsibilities, communication protocols, tools, meeting expectations, and review processes to ensure efficient collaboration and project success.

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2. Team Members and Roles

Team Member	Role(s)	Duties / Responsibilities
Braydon Lamoreaux	Team Leader	Coordinates task assignments, runs meetings, ensures progress, resolves conflicts.
Braydon Lamoreaux	Customer Communicator	Maintains communication with the project sponsor, schedules meetings, provides status updates.
Noelia Canela	Recorder	Keeps detailed meeting minutes, distributes notes to team members, tracks action items.
Kristopher Thomas	Architect	Oversees core architectural decisions, ensures consistent implementation, reviews technical design.
Ethan Ferguson	Release Manager	Coordinates version control, reviews commit, manages build/release process.
[All]	Coders	Contribute to coding tasks; lead roles can be defined per area (frontend, backend, embedded, etc.)

Note: Roles indicate lead responsibilities, but all members are involved in all areas of the project.

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3. Team Meeting Expectations

Meeting Times:

- Weekly Meeting: Monday at 4pm

- Impromptu meetings: Message into the Teams channel we created and will hop on a call when needed.

Agenda Structure:

- 2-minute update per member on completed tasks.

- Discussion of current tasks and blockers.

- Review and assign new action items.

Minutes:

- Noelia will maintain minutes in a word document that is shared with all members.

- Distribution: within 24 hours of meeting.

Decision-Making Process:

- For disagreements: initial discussion → vote → majority (2/3) decision.

- Escalation: unresolved issues discussed with mentor if needed.

Attendance:

- Members may miss a maximum of 3 meetings per semester.

- Consequences for missed meetings: reduce member points, or if there is an uneven split for assignments, they have to take leadership on that assignment and get it done.

- Tardiness: if you know you are going to be late or miss, let the team know and the first couple recurrences won't be penalized. But if it continues, we will have to deal with that situation.

Conduct:

- Respectful communication, no interruptions.

- Interpersonal disputes handled politely first; escalated to full team discussion if needed.

- Changes to design/code require team consent.

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4. Tools and Document Standards

Version Control:

- Tool: GitHub/Azure

- Standards: Commit messages must be descriptive; branch naming convention: if it's a new feature start the branch with FEATURE-description. If it's a bug fix start with BUG-description, and if its fixing branching or commits issues say REBRANCHING-description.

- Code reviews: We will create a PR into main and the devs all need to look over the changes and comment any issues that the dev needs to fix

Issue Tracking:

- Tool: GitHub Issue

- Assign tasks, track completion, update status weekly.

Word Processing & Presentation Tools:

- Documents: Word

- Presentations: PowerPoint

- Graphics: Canva

Composition & Review Process:

- Section authors assigned per deliverable.

- Rough draft due: 48 hours before submission

- Final draft due: 12 hours before submission

- Lead editor integrates sections for consistency in style, formatting, and level of detail.

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5. Team Self-Review

- Frequency: Every Major Deliverable

- Format: Verbal discussion in meetings

- Components:

     1. Things I did well.

     2. Areas for improvement.

     3. Plan for improvement.

- Process: Share with team leader or discuss in group; team provides feedback and agreement.