Team Standards

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C-LASS (Cybersecurity Learning with AI for Static Systems)

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Team Members: Sean Golez, William Barnett, Kayden Vicenti, Colton Leighton

Intro

This document outlines our team's agreed-upon standards for working together throughout the project. Its purpose is to establish clear expectations regarding roles, communication, meeting practices, tools, and review processes. By setting these standards, we aim to promote consistency, accountability, and effective collaboration throughout the lifespan of our project. The following sections provide details on team members' responsibilities, meeting expectations, conduct guidelines, technical tool usage, and self-review practices to help ensure our team's success.

Team Members and Roles

This section introduces each team member and outlines their primary role(s) and responsibilities. While certain members will take the lead in specific areas, all team members are expected to contribute across all aspects of the project.

Team Member Kayden Vicenti

Role(s): Team Lead, Customer Communicator, Coder, Architect

Responsibilities:

- Coordinate and assign tasks to team members
- Monitor progress and ensure deadlines are met
- Run and facilitate team meetings
- Make initial efforts to resolve team conflicts
- Serve as the primary point of accountability within the team
- Act as the liaison between the team and the customer
- Ensure architectural decisions are implemented correctly
- Review designs and code for alignment with architectural standards
- Contribute to code development as part of the team
- Write clean, maintainable, and well-documented code
- Participate in code reviews

Team Member William Barnett

Role(s): Coder, Release Manager, and Architect

Responsibilities:

- Write code for the implementation of software features
- Review the code of other team members, offering constructive feedback and suggestions
- Write software tests for features that are implemented
- Ensure code structures and architecture are maintained, and minimize errors

- Research tech stacks that apply to the project and find the best solutions
- Ensure that releases of code implementation are secure and function as intended
- Monitor git versioning of the project to ensure practices are being upheld

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Team Member Sean Golez

Role(s): Coder, Recorder, Architect

Responsibilities:

- Take relevant notes during meetings with the team mentor and client
- Append tasks to the to-do list
- Research technologies that will be relevant to the project
- Assist in designing/maintaining the structure of the software
- Write code for the implementation of software features
- Review the code of other team members, offering constructive feedback and suggestions
- Write software tests for features that are implemented

Team Member Colton Leighton

Role(s): Coder, Database Manager

Responsibilities:

- Write and execute tests to validate features.
- Ensure data integrity, security, and consistency across the system.
- Review the code of other team members, offering constructive feedback
- Design, implement, and maintain the project's database structure, and write database queries to support application functionality.
- Write code for the implementation of software features.

Team Meeting Expectations

This section defines the team's agreed-upon expectations for meetings, including scheduling, structure, attendance, and conduct. These standards are intended to ensure productive, efficient, and respectful collaboration.

Meeting Times

- Regular Meeting Schedule: Mondays at 2:15 pm
- Location/Platform: EGR 323
- Process for Impromptu Meetings: Initiate impromptu meetings on Discord as needed to address urgent issues or updates
- Online Check-in meetings over Discord (if needed)

Agenda Structure

- Standard Agenda Items: Weekly tasks, progression, or issues since last meeting.
- Responsibility for Preparing/Sharing Agenda: Come to the meeting having done your task and documented

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Minutes

- Recorder: Sean Golez
- Format: .docx
- Distribution: Google Drive

Decision-Making Process

- Primary Decision-Making Method: Democratic discussion and vote process
- Process for Resolving Disagreements: Democratic discussion and collaborative group compromise

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Attendance

- Expected Attendance: Team members should attend meetings, especially for key meeting slots

- Rules for Absences: Let team members know of your absence and try not to miss important meetings

- Rules for Tardiness: Tardiness is alright from time to time, but do not make it a habit of showing up late. Especially for important team meetings or client meetings, try not to be tardy.
- Consequences:
    - 1 unannounced missed meeting: Reminder from the team lead about attendance expectations.
    - 2 unannounced missed meetings: Discussion with the individual regarding commitment and participation.
    - 3 or more unannounced missed meetings: Possible formal action or further intervention with the mentor.

Conduct

- Meeting Etiquette:
    - Listen politely and respectfully to other team members and mentors.
    - Allow everyone a chance to speak and share ideas.
    - Stay focused on the agenda and avoid side conversations.
- Conflict Resolution Process:
    - Give a polite heads-up if an issue arises.
    - Encourage open communication and understanding of all perspectives.
    - Hold a formal team discussion if conflicts persist.
    - Escalate unresolved issues to a team discussion with the CS Capstone Organizer.
    - Focus on finding constructive solutions rather than assigning blame.
- Rules of Order:
    - Follow a democratic voting system for team decisions.
    - Avoid making major design or project changes without team consent.
    - Address non-participating members with reminders and discussions before involving organizers.
    - Ensure all team interactions remain constructive and professional.

Tools and Document Standards

This section outlines different tools our team will utilize. In addition to this section, which outlines the standards and organization each document should follow throughout the duration of this project.

Version Control:

- Github - for all code and related files
- Maintain organized repositories with clear commit messages

Issues Tracking:

- Weekly task tracking and GitHub for all project tasks

- Once a week, non-mentor check-in meetings to see if there are any issues.
- Track not only coding tasks but also deliverables and planning tasks.

Word Processing and Presentation:

- Google docs and Google slides
- Agree on standard formatting and templates to ensure consistent style across documents.
- Use graphical design tools (e.g., Figma, Canva) when needed for visuals.

Composition and Review:

- Assign each team member a specific section to outline and draft.
- Designate an editor for each deliverable (can rotate between team members).
- Draft deadlines:
    - Submit rough drafts to the editor at least 48 hours before the deliverable due date.
    - Submit final drafts well ahead of the due date to allow integration.
- The editor is responsible for:
    - Integrating sections into a coherent, polished document.
    - Ensuring consistent flow, style, formatting, and level of detail.
- All team members review and edit the combined document for clarity, completeness, and consistency.

Team Self Review

The goal of this section is to outline a way for our team to foster improvement, accountability, and stronger team cohesion in a relaxed and productive setting.

- Conduct (informal) self-reviews at the last meeting of the month.
- Each member sketches out key points about their performance, including:
    - Things done well
    - Areas for improvement
    - Ideas for personal growth or contributions to the team
    - Members share their points verbally during the meeting.
- Team engages in open discussion, offering constructive feedback, agreement, or additional suggestions.