Team Experience66

Team Standards

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Team Members:

Ethan Meyer, Manjot Kaur, Moraa Morara, Nasya Valenzuela

Client:

Mike Talyor, Mark Manone

Mentor:

Scott LaRocca

Introduction

This "Team Standards" document sets clear expectations for how the group will operate throughout the semester. The purpose is to establish shared norms around roles, communication, meeting procedures, tool usage, conduct, and self-review so that collaboration is consistent, efficient, and fair. By outlining responsibilities, decision-making processes, and agreed-upon protocols in a professional document, the team builds accountability and prevents misunderstandings later in the project. Ultimately, this exercise is meant to help teams function smoothly by creating a common framework that supports both productivity and cooperation.

Team Members and Roles :

This section introduces each team member and the role(s) for that team member, as well as a clear description of the duties involved in fulfilling each identified role.

Team Leader & Customer Communicator: Responsible for communicating and updating clients, Mentor and faculty on project progress.
- Manjot

Recorder: Responsible for taking meeting minutes, updating task tracker and maintaining the Drive folder.
- Nasya

Architect: Helps with the project's design and makes sure the team's work fits the overall plan.
- Ethan

Release Manager: Maintains cohesive format across all work, turn in deliverables.
- Moraa

Coders:
   Front-End:
- Ethan
- Manjot
   Back-End:
- Moraa
- Nasya
   ArcGIS:
- Ethan
- Manjot

Team Meeting Expectations

This section outlines the team expectations in the work environment.

- Meeting Times:
    - Friday, 11 am in EGR or online when necessary
    - Emergency Meetings on calls
- Agenda Structure:
    - Current week update from each team member
    - Review upcoming assignments
    - Work on team-wide tasks
    - Coordinate next steps
- Minutes:
    - Meeting agenda outline and notes
    - Attendance recorded
    - Format and notes are in Drive folder
    - Will also be taken during client and mentor meetings
- Decision-Making Process:
    - Room for RESPECTFUL debate
    - Anyone can call for a vote during a discussion
    - 75% Majority Overrule
- Attendance:
    - Attendance is always required! Communication is key. The sooner the better.
    - Mentor Meeting: Communicate with mentor AND team when unable to attend.
    - Team Meeting: Communicate emergencies. If necessary, meeting can be moved online.
    - 15 minute tardy "grace period" on emergencies and when communicated
    - 3 absences/tardies will be brought to discussion
- Conduct:
    - In the case a discussion leads to conflict, the team lead or another team member will step in as mediator. When a conflict cannot be resolved within, it will be escalated to mentor (they will determine if further escalation is needed)
    - Always be considerate and respectful.

Tools and Document Standards

This section outlines the tools our team will use

- **Version Control**
  We will use *GitHub* to manage our codebase. All work stays in a single repo.Team members will work on branches, write clear commit messages, and submit pull requests for review before merging.
- **Issue Tracking**
  Tasks will be tracked in a shared *Google Sheet*, listing descriptions, owners, due dates, and status to keep everyone accountable.
- **Word Processing & Presentation**
  We'll use *Google Docs* and *Google Slides*, stored in a shared *Google Drive* folder to ensure everyone has access to the latest versions.
- **Composition & Review**
  For major documents, sections will be assigned to individuals. A *lead editor* will compile drafts and ensure consistency. Rough drafts are due 48 hours before submission, final versions 24 hours before, giving time to integrate and polish.

Team Self Review

This section outlines the our teams self review guidelines

- Team will come together on the last Friday of the month during meeting
  - Meeting must allot efficient time to discuss performance of each individual and team as a whole.
- Topics discussed in this review MUST be resolved/changed or implemented by the following meeting useless otherwise agreed upon by the majority Overrule