Peak Adventure Experiences

Team Standards

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Project Sponsor: Paddy McGarry
Team Mentor: Ogonna Eli

I. INTRODUCTION

The team standards document will go over the expectations and standards that the group members will follow. This will ensure the team members will have guidance to approach a problem or understand the format of the Virtual Flagstaff project.

II. TEAM MEMBERS AND ROLES

Alonso, the Team Leader, will coordinate task assignments, ensure work is progressing, run meetings, coordinate customer communications, and make initial efforts to resolve conflicts.

Makaela, the Recorder, will maintain detailed records of meeting minutes with the team and client.

Yahir, the Architect, is primarily responsible for ensuring that core architectural decisions are followed during implementation.

Jack, the Release Manager, coordinates project versioning and branching, reviews and cleans up commit logs for accuracy, readability, and understandability, and ensures that any build tools can quickly generate a working release.

III. TEAM MEETING EXPECTATIONS

A. Meeting Times

Our team meetings will be held after our mentor meetings on Thursday, running no later than 10:30 AM. Emergency meetings may be called by any member, if necessary. To suggest an emergency meeting, a member will contact the group informing the other members of: why the meeting is required, how urgent the matter is (within what time frame does it need to happen), and what should be done prior to the meeting. If at least 2 other members agree the matter requires immediate action a meeting time and place will be determined as soon as possible.

B. Agenda Structure

The agenda structure for team meetings will start off with discussing upcoming tasks. After that, we will discuss current updates on tasks being worked on. Lastly, talk about the agenda regarding client/sponsor meetings. If there is excess time, the team will work collaboratively on tasks that need to be done.

C. Minutes

Team meeting minutes will be taken by the Recorder, Makaela, on a shared document, where we discuss our agenda for that meeting and will be written down for future reference. The meeting minutes will follow a set template to be adjusted as needed per each meeting.

D. Decision-Making Process

Our team's decision-making process will be as follows:

1. Each team member will argue their design choices
    a. Why it would benefit the team/project
    b. Any tradeoffs it may have
    c. Optionally, illustrate the design
2. Discuss overall design choices
3. Do a vote, until majority rule
4. If majority rule is not reached, then repeat the process until a compromise or decision is made

E. Attendance

In cases of documented emergencies, members are excused from meetings. Members who communicate an absence ahead of time for non-critical meetings are excused from the meeting. However, they are expected to catch up with the meeting minutes and team members as soon as possible to ensure tasks are completed on time. If a member continues to miss meetings after being absent for 3 meetings, the team should intervene and try to get attendance up. If meetings continue to be missed, further escalations will occur as follows: a member missing a meeting directly after an intervention, or the member missing any 2 meetings after an intervention, will lead to removal from the team by the CS Capstone Facilitator.

F. Conduct

Team members should conduct themselves in a professional manner that is conducive to the project, as such they should not: abruptly interrupt other members, talk over others, or constantly disengage from the discussion.

1) Interpersonal Disputes: When interpersonal disputes occur, the disputing members are expected to follow DESO (Describe the problem, express emotions, specify expectations, conclude with what benefits are provided from a successful outcome) to help formulate a statement to express their frustrations with the other member. After each member shares their DESO statement with the other, individuals will get the chance to explain their POV of the issue being described by the other. Members are encouraged to continue discussion until a conclusion is reached and each member is satisfied with the understanding reached.

2) Divided Teams: Divided teams will be handled by the decision-making process previously described.

3) Non-Participating Team Members: Non-participating team members will first receive an intervention discussing what is unacceptable about their behavior. If no actions are taken to change the behavior, then the mentor will be informed of the situation. If no resolution is reached, the team member will face potential removal from the team.

4) Unapproved Design Changes: For team members who change designs without team approval, the team should start by reinforcing what the approved design was and direct that team member back to it. If that member then continues to change the design without team approval, it should be brought to the attention of the team mentor.

IV. TOOLS AND DOCUMENT STANDARDS

A. Version Control

Github will be our main form of version control with the Release Manager, Jack, keeping additional backups of major releases in .zip format as a failsafe. Before a commit is made, the committing member should test for functionality, and make sure modified code has been appropriately commented. Branches should be specific and thoroughly tested before merging, with a backup in case merging goes wrong.

B. Issue tracking

Github Issues Page should be used for issue and task tracking along the project within the codebase. Within the planning and documentation phases we'll be using the Task Tracker spreadsheet to track and distribute tasks.

C. Word Processing and Presentation

Our team will do our required word processing through Google Docs, team presentations will be done through Google Slides, and any graphical design should be done with the most comfortable method for the designer, as long as the final product can be downloaded into the needed format(s) by team members for use.

D. Composition and Review

The editor will be decided through a volunteering system, and chosen by whoever all members feel will be the best fit for the role considering the expectations of the deliverable. All rough drafts of sections should be presented to the editor at the latest 48 hours before the due date. The editor then must deliver feedback by the 32 hour mark, and final versions must be presented at 24 hours. Final feedback will be given and members are expected to complete the deliverable at the latest 4 hours prior to the deadline (unless a reason for an exception is given). Members are expected to work on their drafts sooner than later however, as these are the latest acceptable deadlines.

V. TEAM SELF-REVIEW

Self reviews should occur during the first week of every month at the very end of team meetings. Each member should come up with a summary of their tasks in the past month and efficiency in completing said tasks. They should mention their ability to: ask for help, successfully complete tasks, their ability to stay within the expected timeline, contribution to team ideas, ability to attend meetings, amount of tasks being taken on and if it is too much or not enough work. After everyone fills out their self-review survey, the team will discuss how the feedback will be applied to the project for future success.

A. Self-Review Survey

Ability to ask for help: 1-5 (1 is the worst, 5 is the best)

- Did you need help with any tasks?
- Did you ask for help?

Completed all tasks: yes/no

- If something was not finished, why?
- How can this be avoided in the future?

Time management: 1-5

- If something was turned in late, why?
- How can this be avoided in the future?

Contribution to meetings/ideas/deliverables: 1-5

- How can you participate more?

Meeting attendance:

- Did you miss any meetings this month?
- If so, why, how can you prevent this in the future?

Amount of tasks:

- Are you overwhelmed, underwhelmed?
- Explain, how can this issue be solved?