



ReLIANT

Team Standard

September 26, 2025

For
SanDisk

Faculty Mentor: Ogonna Eli

Team Members: Xavier Graham, Fermin Valenzuela, Brody England, Isaac Schwarz

Overview

The purpose of this document is to establish a common understanding of expectations, and facilitate efficient and effective collaboration.

Roles

Team Lead: Xavier G

Customer Communicator: Xavier G

Recorder: Brody E

Architect: Fermin V

Release Manager: Isaac S

Coder: Xavier, Brody, Fermin, Isaac

Team Meeting Expectations

- **Meeting Times:**
 - Weekly mentor meetings: Tuesdays at 5:30 PM
 - Weekly client meetings: Thursdays at 12:00 PM
- **Agenda:** Meetings will begin with progress updates from each member, followed by task discussions and weekly Check ups with mentors.
- **Minutes:** The Recorder will document and share meeting minutes within 24 hours.
- **Decision-Making:** Consensus will be priority, if needed majority vote ($\frac{2}{3}$) will be used if needed.
- **Attendance:** All members are expected to attend. Absences must be communicated in advance to the Team Leader. Multiple unexcused absences will have to be a discussion.
- **Conduct:** Team members will maintain professional and constructive interactions. Conflicts will first be addressed directly between members, then escalated to the Team Leader, and if unresolved, to the Faculty Mentor.
- **Conflict Resolution:** When conflicts arise, we will address them respectfully, focus on facts rather than opinions, and work toward a solution that supports the team's goals.

Tools and Document Standards

- **Version Control & Tracking:** GitHub will be used for version control and issue tracking. Standards include: Pull requests with a minimum of one reviewer in order to commit changes to main.
- **Word Processing:** Google Docs (via shared Google Drive) for collaborative writing.

- **Presentation:** Google Slides for presentations.
- **Document Composition & Review:**
 - Large deliverables will be divided among members.
 - Drafts due 48 hours before submission.
 - Final sections due 24 hours before submission.
 - The rotating editor will assemble and polish the final draft.

Team Self Review

- After large deliverables, the team will do individual self reviews, including things like, “what did I do well,” and “what can I improve on.” Members will share them with the group at the following meeting.