

Team Standards

SeismoScan

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INTRODUCTION

Within the documentation provided, we, as a team have outlined the roles, standards, and responsibilities as a team. This document will be used in case any team problems arise, like punctuality, efficiency, and dedication to the project we, as a team, have been assigned to. We outlined the roles for each team member, to make the project more efficient and equally distributed to the group. We have prepared the expectations as a team to refer back to in case conflict arises, and we know the procedures on how to deal with it. We have documented the tools we will need as we work on the project.

ROLES

- Team Leader & Customer Communicator: Noah Carges - Face of all formal communication between Mentor, Client, and Capstone Coordinator
- Recorder: Alyssa Sombrero - Takes meeting minutes of all meetings between the team, with the mentor, or with the client.
- Auditor: Brady Wisniewski - Makes sure all team standards are followed.
- Organizer: Thomas Rotchford - In charge of managing data sets, and versions of the program.

TEAM MEETING EXPECTATIONS

- Meeting Times: Mentor: Wed (11:30-12:30) - Client: Fri (11:20-12:20) as needed - Team Check in: Sun by (11:59)
- Agenda Structure:
 - Mentor: Go over upcoming assignments, check in about tasks for the week,
 - Client: Gather and report information as needed.
 - Team Check in: Decide who is responsible for what during the week, set up due dates.
- Minutes: Recorded by Recorder in the way they best see fit. The Recorder will document the important information from sponsor meetings and mentor meetings. Under the documentation, they will record the type of meeting taking place, attendance, and the current date. The notes will be sent to all team members via the team discord and keep an archive of notes from all the meetings.
- Decision-Making Process: A majority of $\frac{3}{4}$ is required to make a decision, in the

case of a tie, we will attempt to come to a consensus, if no consensus is met preference will go towards who plans to complete that part of the project. In a case where that is not applicable we will refer to a mentor to help break the tie.

- Attendance: Mandatory, if unable to attend, communicate with as much notice as possible. Explanation for missing must be reasonable. Missing 2 or more meetings unexcused, or 4 or more meetings due to non-emergencies will lead to a conversation with the capstone coordinator. More than a week's notice will never count against you.
- Conduct: In a scenario where one of these rules is not followed the group will first communicate to find out the reason. On first offense it will be a reminder, second and third will lead to a conversation with team mentor, fourth and fifth will be a discussion with capstone coordinator, should this pattern continue it may lead to the group looking to “fire” the team member. That list will be followed unless otherwise specified for a specific action.

TOOLS AND DOCUMENT STANDARDS

- Version Control: GitHub. Major commits (including but not limited to new features, algorithms, or large bug fixes) must be peer reviewed by at least one other member of the team. Small commits (including but not limited to minor bug fixes, formatting, or performance) can be committed without review as long as thorough testing of the updated code is completed. Forks and Branches are always allowed however any edits must be reviewed before being pushed back to the main branch.
- Issue Tracking: Codebase issues will all be tracked within GitHub. Outside issues regarding deliverables (presentations, reports, etc) will be held in the Task Tracker shared with the mentor.
- Word Processing and Presentation: Google Suite for all presentations or reports, ProCreate used for graphic design.
- Composition and Review: Each deliverable will be assigned a “Leader” who will combine the work of each group member, it will be on a volunteer first basis, and if no volunteers are present it will be on a rotating basis based on who has taken the lead on the least amount of deliverables. Each group member should submit their final draft by the mentor meeting prior to the due date of the deliverable or 24 hours before, whichever is earlier. If the mentor meeting deadline is not possible extensions will be available to the 24 hours before due time mark as long as communication is made prior to the mentor meeting with no repercussion. Any

requested review should be submitted 24 hours before the final draft is due.

TEAM SELF REVIEW

The team members will complete a self review at minimum on a monthly basis, however it will always do one after a major deliverable is due. At the point of a due deliverable each team member will complete a personal review for themselves to bring to the next Mentor meeting. Each team member will share what they did on the assignment to then adjust percentages in the Task Tracker accordingly so each team member is compensated accordingly.