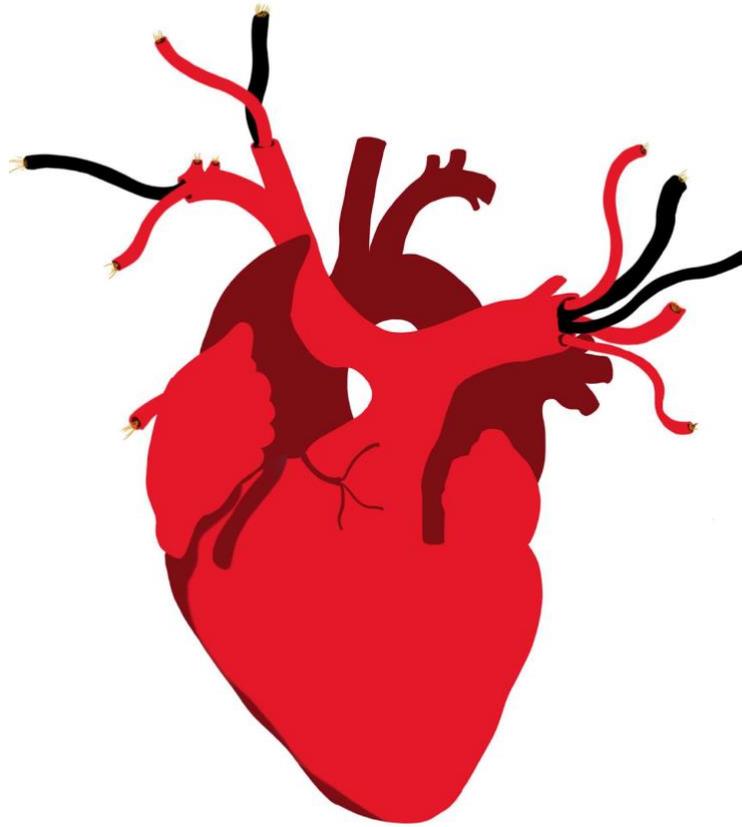


Heart Bytes



Team Document 2: Team Standards

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Tools Needed for the Project

- Microcontroller Board
 - The microcontroller is the most important tool for this project. It will be used in order to run the logic and motors needed for the project. It will also be helpful in exporting the data to a graphical user interface.
- An integrated development environment (IDE) for writing code
 - In order to get the microcontroller board to function properly, an IDE will be needed to write code for the board. The IDE will also be helpful in debugging the written code.
- Breadboard
 - A breadboard is also necessary for this project in order to build the circuitry needed. The breadboard will be used to connect components to the microcontroller board.
- Discord
 - This will be the primary software used for communication within the team. Team meetings will be planned over Discord to allow all team members to know about the meetings. Remote meetings will also occur through Discord.

Designs Files

Design files related to the project will be managed using GitHub to allow all of the team members to be able to have access to the files at any time. Progress on design files will be tracked through constant communication within the team and by having thoroughly commented code to understand what each file does. These code comments should be before every block of code and give a description of what the code currently does. The naming convention for files is as follows: *<Name of component we are coding for> V<current version number>*.

Design files will also be shared through a Google Drive for ease of access for all members of the team.

Issue tracking

All tasks will be documented in the team calendar when first assigned to the team. During team meetings the team will assign these tasks to the different members of the team, progress of these tasks will also be discussed during the meeting. Whenever a design related issue or malfunction issue of a subsystem occurs, the team will keep track of these errors faced by typing out the

specific error and the solution to it, if found. Furthermore, a shared Google Docs document will contain the issue faced so we can keep track of the issue until a solution is found.

Word Processing and Presentation

In order to create team documents and deliverables, the team will be using Microsoft Word and Google Docs. The standards for all documents will be Times New Roman as font type with a font size of 12. The margins for each document will be one inch on each side and each page will be numbered at the bottom middle of the page. The cover page of all future documents will match the cover page on this document.

Furthermore, to create presentations, Google Slides and Microsoft PowerPoint will be used. The style of the presentation will be decided based on the type of presentation required. Furthermore, the team's inventory will be maintained using a Microsoft Excel spreadsheet.

Composition and Review

The composition of large team documents will be handled by splitting up the work and assigning each section to be written by a team member. Each team member should finish their parts 48 hours before the document is due to allow for proper editing time. After each team member completes the section handed over to them, all the sections will be organized into one Google Docs document where the whole team can edit the document to ensure that the transitions between each section are smooth. After this occurs, the file will be converted to a Microsoft Word document and final editing will occur. The final editing will be done by the team leader, Alex Anderson. Once all sections have been organized and edited, the team will take a vote to see if the document is finished before submitting it.