

Team Standards

9/27/19



CartoCosmos

Sponsor: USGS Astrogeology Science Center

Mentor: Isaac Shaffer

Scott Ames

Jacob Kaufman

Kaitlyn Lee

Christopher Moore

Introduction

Team standards establish a common understanding of expectations and facilitate efficient and effective collaboration. Without these norms, teams have difficulty communicating and cooperating since each individual may have a different interpretation of how things should be done. The key to effective teamwork is shared agreement on the expectation of teammates concerning how the team will function.

Team Members and Roles

Kaitlyn Lee

- Team Leader
 - Coordinates task assignments, ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts.
 - Sets up and Organizes tools that will be used by the team, i.e., Google Drive and Trello.
- Customer Communicator
 - Facilitates customer communication. This includes sending emails and setting up meetings.

Scott Ames

- 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
- Website Manager
 - Designs, implements, and monitors website.

Jacob Kaufman

- Recorder
 - Completes Task Report.
 - Takes meeting notes.
- Architect
 - Ensures that core architectural decisions are followed during implementation.

Christopher Moore

- Customer Communicator
 - Facilitates customer communication. This includes sending emails and setting up meetings.
- Document Editor
 - Proofreads technical documents and presentation before submitting them.

All team members will be presenting, writing documents, and coding. Once we get a better understanding of the project, we will be able to split coding into smaller tasks.

Team Meeting Expectations

- Team meeting times: Mondays at 6 PM in the engineering building. If needed, additional meetings may be held on the weekends.
- Communication: We will be communicating over text and email. We will be communicating with the USGS team through Gitter.
- Agenda Structure: Each team member will give a brief description of what they have done, what they plan to do, and if they have any barriers. We will then go over the Task Report and any other documents we need completed that week.

- Minutes: Jacob Kaufman will take minutes at every meeting: team, mentor, and client.

The minutes will be posted on the team Google Drive. The template for the notes is below:

Meeting Minutes # <> - CartoCosmos

Location: [Location]

Date: [Date]

Time: [Time]

Attendance

[List attendees if necessary]

Agenda Items

1.

Action Items

1.

Discussion Notes

Other important details discussed during the meeting can be entered here.

- Decision-making process: We will make decisions with majority rule. If we are split evenly, we will work as a team to try to compromise.
- Attendance: If a person knows they will be late to a meeting, the rest of the team expects a message at least 24 hours ahead of time. If a person does miss the meeting, the team member should go over the meeting notes with the team leader. If a person misses three meetings without previous warnings, the rest of the team will have a meeting and discuss what course of action to take.
- Conduct: The team will first give a heads-up to the person. If the problem persists, the team will have a formal meeting to discuss the issue. Finally, if the problem still persists, we will have a meeting with our mentor. All team members will be responsible for

keeping meetings on track. If a topic is taking up too much time, the team leader will get the rest of the team back on track.

Tools and Document Standards

- Version Control: We will be using GitHub for our codebase. The URL is:
<https://github.com/scottaames/CartoCosmos>
- Issue Tracking: We will use Trello for tracking issues and tasks. The URL is:
<https://trello.com/b/mBGog1CF/capstone-project>
- Word Processing and Presentations: We will be using Google Docs and Google Slides for documents and presentations. We will use Sketch for graphic design. We will use LucidChart for UML diagrams. We will keep all documents and presentations in the team Google Drive.
- Composition and Review: As a team, we will all work on each document and proofread. We should have all documents done at least two days before giving it to the main editor, Chris.

Team Self Review

Every month, each person will prepare a list of things they feel they have done well, need help with, or could have done better. The team will discuss these lists at the team meeting on Mondays.