

# CS 476

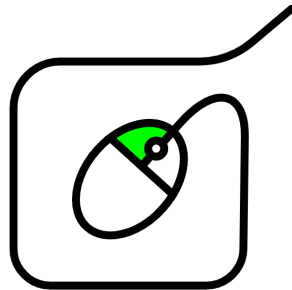
# Requirements Engineering

**Team Standards**  
Version #1

**29 September 2021**

**SuperGeeks**

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**Team Members:** Tim Giroux, Kyle Austria, Gustavo Valencia, Pengfei Liu

**Clients:** Dr. Marco Gerosa, Dr. Igor Steinmacher

**Mentor:** Felicity Escarzaga

## **Introduction:**

This document will lay out standards of conduct for members of SuperGeeks to reference and abide by during the completion of the capstone project. It will include team members and their roles, expectations for meetings, and standards for the production of written documents.

## **Team Members and Roles:**

All team members are expected to make reasonable effort towards group deliverables and maintain a high standard of communication with the rest of the group. All team members are potential contributors to any written assignment. Expectations for technical/software deliverables will be agreed upon by all team members within a reasonable time before any given deadline.

### **Roles:**

- **Team Leader** - *Tim Giroux*: Coordinates task assignments and ensures work is progressing, runs meetings, and makes initial efforts to resolve conflicts.
- **Product Manager** - *Pengfei Liu*: Prioritizes the client, manages MVP details and implementation with a focus on client satisfaction.
- **Editor** - *Kyle Austria*: The default editor for proof-reading written group documents to give approval before publishing / submitting. Maintains a high standard of writing for all group documents.
- **Scholar** - *Gustavo Valencia*: Keeps track of all CS476/CS486 assignment deadlines and understands detailed requirements/rubrics. Look over group deliverables before submission to ensure class expectations are met.

## **Team Meeting Expectations:**

- Meeting Times:
  - Team meetings are every Monday at 11am
- Agenda Structure:
  - Meeting is initiated by the team leader.
  - Ensure all team members are up-to-speed with the latest developments.
  - Discuss relevant deadlines or requirements.
  - Decide on responsibilities for the next week (complete weekly Task Report).
  - Meeting is adjourned by the team leader.
- Minutes:
  - Meeting minutes will be recorded in a Google Document in the shared team Google Drive.

- Minutes will include date, attendance, a record of who claimed responsibility for what group tasks, as well as any other important information (to the discretion of note-taker).
- Decision-Making Process:
  - Team decisions are made with 3/4 majority.
- Attendance:
  - Attendance is expected for every meeting unless the meeting is preemptively cancelled or rescheduled with 3/4 majority.
  - Absences will be documented and handled on a case by case basis.
    - Absent team members are expected to provide a reasonable excuse.
    - Attendees are expected to document any complaints about an absence in the meeting minutes.
- Conduct:
  - Full honesty and transparency is expected from all team members.
  - Internal disputes should involve **all** team members' effort in resolution.
  - CS Capstone Organizer can be contacted as a **last resort**.

### **Tools and Document Standards:**

- Version Control:
  - The mechanism we will use to share/maintain/manage our growing codebase will be Git.
  - We will use GitHub to create an organization that will manage our team's repository.
  - Standards for Commits Include:
    - Commits should be frequent and atomic, that is, we should commit all files related to a task in a single operation and do so regularly when major changes are made.
    - Commit messages should have their subjects capitalized and be in an imperative mood.
      - Ex. "Add.gitignore" or "Remove unneeded tests"
    - Subject lines should be limited to 50 characters or less.
    - Commit bodies should be utilized to explain more complex changes when necessary.
  - Standards for Branching Include:
    - Branches should be created when necessary to aid in the organization of software development.
    - Master/Main branch should only contain major changes or completed features from other branches.
  - Standards for Forking Include:
    - Forks should be used to facilitate parallel development

- Branches on forks should be named after the respective branch on the forked repository
- Issue Tracking:
  - We will use Discord for issue tracking. Our team discord has a channel titled “issue-tracking” where team members will report when their tasks are in progress and completed.
- Word Processing and Presentation:
  - The tool we will be using for word processing will be Google Docs, as it allows all team members to seamlessly collaborate on document deliverables.
  - The tool we will be using for presentations will be Google Slides for the same reasons listed for Google Docs; Google Slides will allow us to seamlessly collaborate on presentations.
- Communication
  - The tool we will be using for the bulk of our communication will be Discord.
  - Discord allows us to create a server wherein we can create text channels to better organize our communication over specific topics/tasks.
  - Discord also facilitates remote pair programming through screen share, which will be important during the development phase.
  - Discord also allows us to host remote/virtual meetings in voice channels if meeting in-person is not convenient or possible.
  - Team members are encouraged to use other means of communication when a team member needs to be contacted but is inactive on Discord (SMS, phone call, in person, etc.).
- Composition and Review:
  - The process for reviewing larger document deliverables goes as follows:
    - All members must contribute a draft of their assigned sections/document tasks by no later than 48 hours before the deadline.
    - A member of the team reviews the document against the rubric/specifications and checks that writing quality is up to a professional standard.
    - The team is then notified that the document has been reviewed and finalized.
    - Emergency changes can be made between finalization of a document and submission if necessary.

### **Team Self Review:**

Each member will give a brief review of their contributions to the team and what they can improve on, what is going well, and what they need help with. The self review should be completed every other team meeting. The reviews will be sent into a discord channel titled “self-review” and a template is provided to be filled out by each team member. Reviews should

be sent in before the next meeting so that feedback can be given and anyone that needs help can receive it.