Satellite Shade Analysis

Team Standards

JBOP Solutions

Taylor Born, Ben Johnson, Steffen Olson, Rachel Pang

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# Introduction

This document will list the various role assignments, ways of documenting, and meeting procedures for the Satellite Shade analysis group. The duties of each role will be detailed and explained, as well as the member responsible for each specific one. The structure and time for each meeting will be detailed, what will be done regarding attendance of each member, and the conduct made during each meeting will be outlined. Document procedures will explain how we plan to create our formal documents, including the tools used, how and when we modify each version, formatting of each document, and how they will be reviewed. Finally, in the self-review section, the process relating to performance of the group includes how often we analyze each other’s work and the process and documentation used.

# Team Roles

As a team, we make decisions together and contribute as well as our strengths provide to the project. The following roles were designated so that everyone may have the opportunity to lead specific aspects of the project that appeal to their strengths and, as a team, make sure we complete all assigned parts of the project on time and in a professional matter.

Taylor Born

* Algorithm Lead
	+ Stays in contact with Rooftop Solar and leads development on main algorithm for the project

Ben Johnson

* Team Leader and Mentor Contact
	+ Coordinates task assignments, monitors work progress and makes initial efforts to solve inter-group conflicts. Will also produce task reports and keep in contact with Dr. D on progress.
* Document Manager
	+ Checks all documentation for professional completeness and manages them within the shared Google Drive.

Steffen Olson

* Web Master
	+ Responsible for updating the website with current information on the status of the project

Rachel Pang

* Sponsor Communication
	+ Communicates with the Rooftop Solar in ensuring documentation and current progress on project is accurate.

# Meeting Procedures

## Meeting Time

Our team has agreed to meet every Friday between 10:00 AM and 12:00 PM to discuss our progress on assignments and our plans for the upcoming week. If we need to work together on an assignment, we have agreed to set up a meeting time on the following Sunday. If, for any reason, we need additional meeting times to discuss progress, we have agreed to meet on Mondays and/or Wednesdays after 3:00 PM.

## Agenda Structure

The structure of each meeting will begin with an explanation of the current tasks, along with who was assigned to each task. Each member will then take a few minutes to discuss their progress on their assigned task, and any troubles or problems they may be having with a specific thing. Afterward, we will then review and update an online Team Production Log on what is completed, or worked on for specific days. Finally, we will conclude with deciding our next meet up day, including extra meetings if needed.

## Minutes

Depending on what the current task is for our project, the check up on Friday will be used as a general update, stating what is currently being worked on by each member, and the progress made by each for their task. If required, an additional meeting will be planned for the following Sunday, dedicated to specific problems or more detailed discussion or work as a group.

## Decision-Making Process

If a problem or disagreement arises, we will gather as a group and begin to problem solve the current issue. The disagreement will be discussed, and in the case of opposing viewpoints, each side will present what they believe the problem is and what should be done to fix it. Then, we will decide on a resolution to the matter, that will attempt to satisfy everyone involved.

## Attendance

Attendance for each meeting should be mandatory, unless notice is given beforehand to the group. As long as progress on the current task is known, and the ability to communicate with the person is known in case new tasks are given, missing a meeting will be perfectly acceptable. However, if there is no notice or false reasons for missing the meeting, the information will be reviewed with that member, and if it becomes a problem, a conversation on what needs to be done will be conducted.

## Conduct

The conduct of the meetings will be to stay focused and professional. If a meeting is planned on a time where everyone is available, it is expected for everyone to show up. Everyone will stay respectful of problems and questions of other members, as well as supportive interaction with members having trouble. Joking around if fine in small doses, as long as it does not derail the current topic, as a good attitude is good to maintain, especially in high pressure and workload weeks.

# Document Procedures

## Tools

Google Drive editing is the word-processing tool that all members should have access to through each member’s NAU account and internet connection.

## Version Control

Documents will be edited from a common Google Drive with earlier version restore features.

All code will be kept current using Git with archived past versions. Version numbers will be incremented by severity of change in architecture or functionality. Bug fixes have a minor increment.

There will be three values of each version, separated by periods. The first value will indicate the architecture overall and is incremented when large or critical components change, are added, or relate to others drastically different from before. The second value will indicate important functionality and is incremented as functionality is added or improved. The third and last value will indicate bug fixes and is incremented after a set of known bugs have been addressed with solutions.

## Formatting

The format of all documents should consist of the following

* Document owner names at the top right corner on individual lines.
* Document title or topic emphasized somewhere near the top.
* All text should be 12 point size and sans serif, with headers no more than size 16.
* Page number even if document length is a single page, in the bottom right corner in the form: (Page NUMBER of TOTAL) i.e. (Page 1 of 3)

## Composition and Review

Documents should be made available to all members prior to the time of a team meeting for prompt availability during the meeting, or a half hour before a deadline for appropriate review by members.

# Team Self-Review

## Schedule

 We will set aside time during each weekly meeting to perform a self-review.

## Process

The self-review will be an informal discussion about each team member’s performance that week. We will use this time to discuss what we are doing well and how we might be able to improve in the future.

## Documentation

The documentation will consist of a short summary of the review, that can be e-mailed to the team and our mentor.