



Team Standards

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Cyber Recon

HighViz Security LLC

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Teams Members and Roles

Each team member is a Coder for the project. For member specifics...

Zachary Garza

Team Lead, Customer Communicator

Jared Kagie

Code Architect, Note Taker/Meeting Recorder

Christian Butler

Release Manager, Customer Communicator

Sean Weston

Code Architect, UI/UX Designer

Tools and Document Standards

Version Control & Issue Tracking:

GitHub will be our primary version control and issue tracking system.

Word Processing and Presentation

Google Docs and Google Slides in Google Drive for non-deliverables, Microsoft Word and Microsoft PowerPoint in Microsoft Teams for deliverables

Composition and Review

Document editors will be decided during the weekly meetings, with each member's portion also being assigned at that time. Rough drafts should be finished two days before their deadline, and the final draft should be finished the day before its deadline. All work must be finished 12 hours before submission.

Team Meeting Expectations

Meeting Times

Wednesday, 12:45pm, meeting in person. Please refer to the Communications Strategy Memo for details regarding impromptu meetings.

Agenda Structure

Leading up to meetings, the team lead should identify the topics to discuss during meetings. Meetings will start with a short retrospective about the previous week in order to realize shortcomings or work that could have gone better. Afterwards, a brief schedule will be discussed regarding tasks to be completed during the current week as well as each person to do these tasks. Using meeting time to work on the project and/or brainstorm may be necessary, up to the discretion of the meeting planner. If any other team member wants to add content to the meeting agenda, they can bring it up to the team lead either before the meeting, or if the meeting time allows, during the meeting. If the team lead cannot attend a meeting, a communal effort from all attending team members is needed in order to decide the meeting topics of whatever was covered last meeting.

Meeting Minutes

Meeting minutes will be recorded along with the contents/notes of our meetings.

Decision-Making Process

Disagreements will be handled with majority votes, with the Team Leader being the tiebreaker. Most brainstorming decisions will be handled during team meetings.

Attendance

It is mandatory to meet at every single meeting for at least 75% of the scheduled meeting time. In the unlikely and unfavorable scenario in which a team member cannot make a meeting, they should communicate at least 12 hours in advance to the meeting time. In this circumstance, there must be an additional meeting (over Discord or in-person) in the next 36 hours after the missed meeting had started.

Conduct

Focus on the meeting as much as possible, and minimize distractions from other tasks if possible.

Presence

Team members should be present during the meetings. This includes contributing to discussions, looking attentive, and optionally taking notes. It's important to be present during meetings as the content should be common shared knowledge between the team as a whole.

Overall Team Expectations

Behavior/Respect

Behave in a respectful manner towards one another. Please be aware of tones and try to communicate ideas in a clear and respectful way.

Communication

Communication is a very huge priority. If a member is going to be late, it's vital to the team to communicate that you will be late. Being late without notice is unacceptable, especially if there isn't any communication afterwards. More details regarding communications can be found in our Communications Strategy Memo.

Disputes

When it comes to disagreement, handle disputes as soon as possible to ensure problems don't escalate or persist. Respectfully communicate towards team members who aren't being productive. If the problem persists, request assistance from the mentor or professor.

Timely Completion Expectations

You should be responsible for completing your work and responsibilities at a reasonable time before the deadline, at least 12 hours before it is due. This includes task reports, documentation, and other things assigned to you to complete.

Quality Completion Expectations

Each team member is responsible for their own work, and they should not have to delve into other team member's assigned work. The quality of their work should be at the best of the team member's capabilities. A detriment in the overall team's score for that assignment should never occur due to improper time management of a team member without proper reason or excuse. If work quality is a concern, team members are expected to communicate with one another to create the best quality of work as a team.