

Team 36
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Standards & Team Protocols

Topic	Protocol	Standard (Assessment Parameters)
Team Management	Weekly Tasks - Tues 3pm	All team members must attend the weekly Tuesday meetings at 3pm. All members will give an update on their tasks/assignments, then will be assigned (if applicable) more tasks/assignments.
Technical Development Standard	Technical Development - Coding & Embedded Systems	Will follow the Google Coding Standards for each of the languages used to develop the systems. Developers must use efficient, effective, and concise coding techniques. Must have excellent file names, organizations, compartmentalization, and variable names. Each of the changes pushed to the repository will be reviewed through a peer review. The Google Standard Style Guide will be used: https://google.github.io/styleguide/ . Along with the AirBnb Style Guide for client side JS & CSS.
Task Management	This team will use Backlog for keeping track of the assignments, tasks. We will	During team meetings, team will review tasks to be completed and assign out

	also use Backlog in conlect	cards that represent these tasks in Backlog. When a task is complete, individuals responsible will move it to the "completed" stack.
Bug/Issues Management	This team will use Backlong for managing any bugs related to hardware as well as software.	The system will assign the bugs/issues to the appropriate individual based on general agreement of the team. In certain situations, a member of the team may assign a bug/issue to another member if they see fit. A comment/email will be generated and sent to the whole team, if there is any discrepancy.
Team Management	Absences	It is understandable that certain situations come up and that member(s) may not be able to attend the weekly team meeting. It is not acceptable for a member to consistently not show or not follow up with the rest of the team to understand what was missed in the meeting.
Team Management	Meeting Notes	Each week a member of the team will be responsible for taking the weekly meeting notes. The person responsible for meeting notes will also be tracked out of fairness for all.
Task Management	Google Team Drive	The Google Senior Design Capstone Drive will be used to store all the mutual work between all the members of the group. All documents including meeting notes will be shared here.
Team Management	Deliverables/Work Completed	It is important that all

	on Time	members of the group be transparent about their progress on their deliverables/tasks. It's appreciated if a member lets the team know if there is a delay (regardless of reason) ahead of time (or earliest time of detection) opposed to later. The deliverables will be compared against the expected deliverables.
Team Communication	Communication Mediums/Etiquette	All forms of communication between members should be done respectfully. Members of the team should respect others time. Members should respect the effort put into their respective assignments/tasks.
Client Communication	Communication between Team and Client	All forms of communication with the client should be done in a manner that is approved/looked over by the whole team.

Client Communication Analysis Section

- Client's interest in the project and main role(s):
 - Client is extremely interested in the team project and is excited about the capabilities of the project. The client is looking forward to the different applications of this project and is willing to provide engineering design reviews, feedback on revisions/updates and design consideration reviews.
- Client's profession/company: Software Engineering Manager - Google Hardware
- Main types of information the client will want to know and why:
 - The biggest thing the client will want to know is why we use the technologies we do and why we make the decisions we make. For example, if we decide to follow a certain methodology/approach to a problem, he would like to understand the reason for choosing this approach and whether other approaches were considered. He would like to see a comparison between the different approaches.

- Client's level of technical knowledge and terminology related to your project:
 - Highly experienced software engineer with ~2 decades of experience.
 - Sits on a committee that is responsible for coding standards at Google.
 - An architect to many large software engineering projects/products.
 - Not very knowledgeable about NLP (natural language processing), but has some knowledge on AI/ML.
- Preferred format and frequency for communication of various types of information:
 - All forms of updates/communication are acceptable (preferred is website/blog updates and monthly email updates).
- Others who your client may show various types of communications to including their levels of technical knowledge:
 - No other engineers are currently assigned to this project.