

The Spooky Squad: Team Workflow

To: Walker White, Traci Nathans-Kelly

From: *Spooky Squad* (Lily Li, Daniel Sainati, Apurv Sethi, Melody Spencer, Aaron Sy, Hezekiah Thompson, Karen Zhou)

Subject: Team Workflow from *Spooky Squad*

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Preamble

We the people of the *Spooky Squad*, in order to form a more perfect game, establish consensus, ensure efficient workflow, provide for the common user, promote peaceful cooperation, and secure the blessings of success to ourselves and our audience, do ordain and establish this Group Workflow Document for the *Spooky Squad*.

Team Roles

Project Lead - Spencer, Melody (mjs585)

Spencer is a junior Computer Science major. She has recently taken CS 4410, CS 3152 and is now taking CS 4620. From CS 3152, she has experience with group mediation and exposure to both the design and programming aspects of the class. She is comfortable taking on an administrative role in a team setting.

Spencer's tasks include:

- Starting and submitting team documents
- Resolving disputes between designers and programmers
- Completing any programming tasks assigned by Sethi
- Completing any design tasks assigned by Zhou
- Recording meeting minutes for each Thursday meeting

Software Lead - Sethi, Apurv (as2658)

Sethi is a senior Computer Science major, and has taken CS 3152, CS 4740, CS 4700/01, and CS 4786. He is comfortable with XCode in Mac OS, has experience as a Software Lead from CS 3152, and is familiar with sprint workflow.

Sethi's tasks include:

- Assigning individual tasks to all programmers
- Resolving any disputes between programmers over architecture design
- Leading the creation of the architecture specification

Design Lead - Zhou, Karen (koz2)

Zhou is a junior Information Science major, and has taken INFO 3152, INFO 2450, INFO 3450, PSYCH 3420. She has also completed animation and video art classes at the University of South Florida, has designed for three different games, has worked as a teaching assistant for CS 3152, and has been drawing for 17 years. Zhou is comfortable with creating game assets, designing user interfaces, cooperating with engineers, and working in a fast-paced environment.

Zhou's tasks include:

- Dividing design tasks between herself and Thompson
- Directing the main vision and tone for the game
- Producing illustrations, animations, and visual effects

Designer/Programmer - Li, Lily (ll694)

Li is a senior Information Science major with programming experience in Python, Java and to a minor extent, C++. She also has some design experience and is qualified to assist artistically if the need arises. Classes taken include INFO 3300, INFO 3450, and CS 4740.

Li's duties include the following:

- Completing programming tasks assigned by Sethi
- Assisting in asset production/design as necessary

Programmer - Sainati, Daniel (dhs253)

Sainati is a junior CS major, having taken CS 4410/4411. He was a TA for CS 3110 for multiple semesters and is currently a TA for CS 3152. As such, he will serve as a programmer for the

team. He has experience in C++ from CS 2024, and internships and other side projects have given him experience working with large code libraries and sprint workflow.

Sainati's duties include the following:

- Completing programming tasks assigned by Sethi
- Planning and scripting presentations

Programmer - Sy, Aaron (ats74)

Sy is a programmer that is a senior CS major and has programming experience with Java, Python among other languages. He has recently taken CS 3152, CS 4786 and CS 4410. He has worked in a place that utilized sprint workflow.

Sy's duties include the following:

- Completing programming tasks assigned by Sethi

Designer - Thompson, Sean "Hez" (st622)

Thompson is a junior civil engineering major who has taken INFO 2450 and PSYCH 3420. As the team's second designer, Hez is continuing his experience from INFO 3152.

Thompson's duties include the following

- Designing user interface and workflows
- Managing typography and visual design
- Creating background art
- Formatting documents and presentations

Team Coordination

Meeting Times

The team will meet every Thursday at 4:45pm in Duffield Hall. All members are expected to attend and be on time.

Minutes

Spencer will record minutes for each meeting and post them in the Google Drive. These minutes will include tasks assigned to each member at the meeting.

Communication

Outside of meetings, members will communicate on Slack, with a 24-hours maximum response time. Exceptions occur only when a member informs the group that they will not be available 24 hours in advance.

File Sharing

The project source code will be shared on a GitHub repository where all group members are admins. Design assets and write-ups will be stored in the Google Drive.

Links to Team Resources

[Google Drive](#)

[Slack](#)

[GitHub](#)

Conflict Resolution

Lateness

If a member is going to be five or more minutes late to a meeting, they must do their best to contact the other group members and alert them. If a member fails to do this, they must buy each member a snack from the Duffield vending machine.

If a member is late to three meetings without giving advanced notice, the Project Lead (Spencer) will contact Professor White and Professor Nathans-Kelly and have the individual's letter grade marked down half a letter from the team grade. All team members must be CC'd on this email, otherwise the email is considered null and void. Missing a meeting completely counts as two late days towards the total of three.

Creative Differences

In the event of unresolved conflict between members with regards to a design decision, a vote will be held at the Thursday meeting, at which a 5/7 majority must be met to choose one design over the other. If the vote ends in a tie, the decision may be postponed for the next meeting. During this time, members will approach TAs for advice on the subject to prepare for the next vote. If a design decision is too critical to be postponed until the next meeting, then the majority requirement is relaxed to 4/7.

Each team member gets one veto for the semester, with which they can cancel any one design decision. This ensures that every member will see at least a minor part of their own vision in the game, even if they consistently side with the minority opinion. The design decision cannot be major, such as the audience of the game or the user's perspective. If the veto leads to a significant increase in work, it is the responsibility of the veto-er to see it through. For example, if a member vetoes the removal of a certain action, it is their responsibility to make sure that action is implemented.

Missed Assignments

If a team member is going to miss an internal deadline, they must notify the team immediately. The individual should leave the team with a reasonable amount of time to help them meet their deadline or find a work-around for the missing content. Advanced notice is required for major deadlines where the product will be showcased or demoed.

If a major class deadline, such as alpha or beta release, is missed due to the negligence of one team member, then the individual's letter grade will be marked down one full letter grade. The Project Lead (Spencer) will contact Professor White and Professor Nathans-Kelly to have the individual's letter grade marked down one full letter from the team grade. All team members must be CC'd on this email, otherwise the email is considered null and void. This will occur on the first offense, without a warning. If a major class deadline is missed due to group miscommunication or disorganization, a meeting will be scheduled immediately to mediate the problem and seek help from the professors or TAs.