

## MEMORANDUM

**To:** Walker White, Traci Nathans-Kelly

Commented [TNK1]: Address the memo to both instructors.

**From:** *Ralph Studios* (Arielle Goldberg, Cindy Wang, Hye Won Kim, Joe Fuentes, Joy Zhang, Shan Parikh, Sheri Guo)

**Subject:** Team Workflow

**Date:** January 26, 2019

The following is the charter for our Group 5 - *Just Ralph*. All team members have read and approved this charter. The team has also discussed out individual expectations for a grade in this course. All team members have read the Writing Style guidelines and will use them when drafting up any documents.

Commented [TNK2]: Read the instructions for this section carefully.

### Team Roles

**Shan Parikh** (Project Lead, Programmer). Parikh is a sophomore Computer Science major and has taken through CS 3110. He plays several instruments which may be of use, and has played in CU Winds in the past. Parikh loves video games (mostly Nintendo, but has started to explore) and is excited to contribute to the best of his ability.

Parikh's duties include the following:

- Assigning tasks and keeping the team on top of deadlines
- Gathering information for biweekly reports
- Completing programming tasks as assigned
- Designing the gravity in the game via vector fields
- Writing documents, such as the Initial Proposal and Milestones
- Editing documents, such as the Concept Document

Commented [TNK3]: Notice the use of last/family names. See the assignment for more info.

Parikh's preferred email is [...]

**Joe Fuentes** (Audio Lead). Fuentes is an artist/music producer that has experience performing various acoustic and MIDI instruments as well as recording, sampling, and manipulating audio to arrange and mix into tracks. In 2017, he shifted from electronic to hip hop and began to embrace sampling as a core element of his style. This style has been influenced by individual and collaborative work over the years. Fuentes has taken Intro to Computer Music (MUSIC 1421), and has proficiency in the audio software tools Presonus Studio One, Ableton Live, and Audacity.

Fuentes' duties include the following:

- Recording original sounds and legally sourcing music
- Crafting theme
- Matching music to moments in game
- Assisting the design process
- Writing documents, such as the Initial Proposal, Concept Document, and Nondigital Prototype
- Editing documents, such as the Milestones

Commented [TNK4]: Notice that for each bulleted list for team members, the grammar is parallel. That is, each begins with a -ing verb. Your team's listing practices should include similar parallelism.

Fuentes' preferred email is [...]

**Sheri Guo** (Design Lead; Character Art). Guo is a self-taught artist who is experienced in traditional illustration, digital painting, graphic design, product design and other creative mediums. In 2016, she published her first visual novel as a personal creative project and began her interest in multidisciplinary design. Since then, she has won regional and national recognition for her illustrations, collaborated with a design team to place first at Creative Sprint, and is currently working as a graphic design intern for Get Your GreenBack Tompkins. She is flexible in terms of skills and is always willing to listen and learn.

Guo's duties include the following:

- Creating concept art: background art and character designs
- Designing UX
- Merging everyone's ideas together to pick an aesthetic
- Writing documents, such as the Initial Proposal and Nondigital Prototype
- Editing documents, such as the Concept Document and Milestones

Guo's preferred email is [...]

**Arielle Goldberg** (Software Lead, Programmer). Goldberg is a programmer studying computer science. She works in the Robots in Groups Lab, programming the lab's first autonomous robot. She is really interested in themed entertainment and has participated in and won several design competitions related to this. Goldberg is passionate about music and is currently pursuing a music minor. She is excited to contribute her skills to the team in whatever ways needed.

Goldberg's duties include the following:

- Producing code for the game
- Organizing individual tasks for the other programmers
- Designing the gravity in the game via vector fields
- Writing documents, such as the Concept Document and Nondigital Prototype
- Editing documents, such as the Initial Proposal and Milestones

Goldberg's preferred email is [...]

**Joy Zhang** (Programmer). Zhang is a sophomore computer science major who has taken CS 4620 and CS 4700. She also knows a few instruments which may be of use and currently plays in CSO. Zhang really likes video games and is looking to minor in game design. She is excited for the semester and is willing to contribute in any way to the best of her abilities.

Zhang's duties include the following:

- Helping with the code portion of the game where needed
- Completing programming tasks as assigned
- Writing documents, such as the Nondigital Prototype and Concept Document
- Editing documents, such as the Initial Proposal and Milestones

Zhang's preferred email is [...]

**Hye Won Kim** (Character Artist, UX Designer). Kim is a Communication and Information Science major, focusing on Media Communication, Communication and Technology, and concentrating in UX/UI. She has taken INFO 1998 (Digital Product Design), INFO 2450 (Communication and Technology), INFO 4240 (Designing for Social Impact) and other related courses. She is also passionate about art and design and is currently working on a few projects including graphic design for SENZA Music, logo design, and more. Kim is skilled in Sketch, Photoshop, Illustrator, Origami Studio and InVision.

Kim's duties include the following:

- Designing UX/UI
- Creating assets that are assigned to her
- Creating concept art: character design and background design
- Writing documents, such as the Concept Document and Nondigital Prototype
- Editing documents, such as the Milestones

Kim's preferred email is [...]

**Cindy Wang** (Programmer, Designer On-Call). Wang is a senior studying Computer Science with an Information Science minor concentrating in Interactive Technologies. She has experience with UX/UI design, serving as a UX design intern for FactSet and a UX/UI designer for StartupTree. She has taken the CS core classes along with AI, ML, and CS 4300. Wang also served as the lead designer for her CS 4154 game design group. She is skilled in Sketch, Illustrator, and Figma, and is familiar with a variety of programming languages.

Wang's duties include the following:

- Completing programming tasks as assigned
- Helping with UX/UI design and asset creation as needed
- Writing documents, such as the Concept Document
- Editing documents, such as the Initial Proposal and Milestones

Wang's preferred email is [...]

## Team Coordination

**Meeting Time** The team will meet on Tuesdays at 9:00 pm in Duffield Atrium.

**Minutes** A different team member will record minutes for each meeting. This will be posted in the following Google doc: [\[URL\]](#)

**Communication** The team will use Slack as their primary form of communication outside of team meetings. Team members are expected to be responsive on Slack. They should check Slack at least once a day and respond within 24 hours.

**File Sharing** The code will be stored in a GitHub repository shared with the group. The art assets will be put in a Google Drive folder shared with the rest of the group. The music will be put in a Google Drive folder shared with the rest of the group.

Commented [TNK5]: Be very specific about time and an exact place.

Commented [TNK6]: Traci Nathans-Kelly should be invited into your Slack channel using this email: tracink.cornell@gmail.com

Commented [TNK7]: The team's Google Drive folder should be shared to Traci Nathans-Kelly at tracink.cornell@gmail.com

| Assignment           | Draft Due | Due    | Writing Leaders              | Editors                      | Rewrite Leads | Presenters |
|----------------------|-----------|--------|------------------------------|------------------------------|---------------|------------|
| A2: Initial Proposal | Feb 1     | Feb 2  | Shan, Joe, Sheri             | Arielle, Joy, Cindy, Hye won |               |            |
| A3: Concept Document | Feb 8     | Feb 9  | Joy, Arielle, Hye Won, Cindy | Shan, Sheri, Joe             | Cindy         |            |
| A4: Concept Revision | Feb 15    | Feb 16 | Cindy, Joy, Joe, Arielle     | Hye Won, Sheri               | Cindy         |            |
| A5: Nondigital       | Feb 14    | Feb 18 | Joy, Sheri,                  | Joe                          |               |            |

Commented [TNK8]: Teams will revisit the Workflow document to add details in the coming weeks.

|                               |        |        |                           |  |                           |                             |
|-------------------------------|--------|--------|---------------------------|--|---------------------------|-----------------------------|
| Prototype                     |        |        | Arielle                   |  |                           |                             |
| A6: Milestone Document        | Feb 22 | Feb 23 | Shan                      | Arielle, Joy, Cindy, Sheri, Joe, Hye Won | Shan, Sheri               |                             |
| M1: Gameplay Spec             | Mar 1  | Mar 2  | Cindy, Hye Won            | Arielle, Sheri                           |                           |                             |
| M2: Gameplay Prototype        | Mar 7  | Mar 9  | Arielle, Joy, Hye Won     | Cindy, Shan, Joe, Sheri                  |                           |                             |
| A9: Architecture Spec         | Mar 15 | Mar 16 | Arielle, Joy, Shan, Cindy | Hye Won, Sheri, Joe                      | Arielle, Joy, Shan, Cindy |                             |
| A10: Design Spec              | Mar 15 | Mar 16 | Hye Won, Sheri, Joe       | Arielle, Joy, Shan, Cindy                | Hye Won, Sheri, Joe       |                             |
| M3: Technical Prototype       | Mar 16 | Mar 18 | Shan, Cindy, Hye Won      | Joy, Arielle, Joe, Sheri                 |                           | Hye Won, Joe, Shan, Arielle |
| A12: Document Revisions       | Mar 29 | Mar 30 | Shan, Arielle, Sheri      | Joy, Joe, Cindy, Hye Won                 | Shan, Arielle, Sheri      |                             |
| M4: Alpha Release             | Apr 6  | Apr 8  | Cindy, Shan, Sheri        | Joy, Arielle, Joe, Hye Won               |                           | Cindy, Joy, Joe, Sheri      |
| A14: Game Manual              | Apr 19 | Apr 20 | Arielle, Sheri            | Joy, Joe, Hye Won, Shan, Cindy           | Shan, Hye Won             |                             |
| M5: Beta Release              | Apr 19 | Apr 22 | Shan, Arielle, Joe        | Joy, Hye Won, Sheri, Arielle             |                           | Shan, Joy, Joe, Hye Won     |
| A16: Final Document Portfolio | May 3  | May 4  | Sheri, Cindy, Arielle     | Shan, Joy, Joe, Hye Won                  |                           |                             |
| M6: Final Release             | May 2  | May 6  | Joy, Arielle, Hye Won     | Sheri, Joe, Cindy, Shan                  |                           | Sheri, Cindy, Arielle, Joe  |

## Conflict Resolution

**Creative Conflicts** Conflict between team members will be resolved by first trying to find a compromise and if this does not work, the entire group will vote. Members cannot abstain from voting. If there is a tie, the lowest scoring option(s) will be discarded, and members voting for those will revote. Our group is comprised of seven people, so there will always be a lowest scoring option unless there is a seven-way tie.

**Missed Deadlines** Missed deadlines are only excused if the project lead (or the respective leads) has approved the team member's extension request. Extension requests must be sent to the leads at least two days before the deadline. If team members miss a deadline that was not approved by the leads, they must send a formal email to all team members. The formal email must include an apology, an explanation stating the cause of the missed deadline, as well as how they will behave in the future. In addition to the formal email, the team member who missed the deadline must carry out one of the punishments listed below (chosen by the rest of the group):

- Karaoke in a public place. Group chooses song.
- Create and wear a poster advertising our game and hand out quarter cards in Ho Plaza.
- Take the team out for something fun.
- Fashion show down Duffield.

If a team member consistently misses the deadlines, they will be informed that their actions will be reported to the professors, along with a suggested penalty of a deduction from their individual grade -- up to half a letter grade at a time and at a minimum, five points off an assignment grade. The team lead will contact the professors and provide evidence of messages, Git commits, etc. If the team lead is the offender, the design and software lead will contact the professors and provide the evidence. All offenses will also be included in the two week report and on the CATME surveys.

**Commented [TNK9]:** This first section addresses internal team deadlines. Teams MUST outline very specific process points and procedures, including rules and process if any voting is to happen.

**Commented [TNK10]:** We will discuss why these are here in class.

**Commented [TNK11]:** Pay attention to this part, as this team decided that negative work or missing team deadlines could impact grades.

As well, there are specifics here: points, process, evidence, etc. All of these elements should be in your team's workflow, too.

All reporting should come to BOTH professors in cases of missed deadlines, poor work, poor behaviors, etc.