Ways of working

This document outlines expectations, responsibilities of project members and common practices.

## Project team

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| --- | --- |
| Name | Role |
| Vikas Singh | Developer, Project Manager |
| Dhruv Verma | Developer, Project Manager |
| Elisha | UI/UX |
| Yuanyuan | UI/UX |

### Communication

Team meeting on every Monday, Microsoft teams chat and communication through Jira.

## Project management

### Issues

- Once completed, issues should be closed immediately. By adding "closes #issue" or [something similar](https://help.github.com/articles/closing-issues-using-keywords/) in a comment on a pull request, merging the pull request will close the issue automatically.

- The team will have a weekly catch up to go triage on open issues, update the project board and agree on priorities for the next week.

### Pull requests

- Pull requests should be reviewed in a timely manner.

- When reviewing a pull request, please do not use the "request a change" function but comment on the change or make a pull request to the file that should be merged.

###Git branches

-make individual branch for each distinct functionality, branch name which sound similar to the issues that they are working on are preferred.

-after every successful merge, the merged branch will be deleted.

-after a branch is merged, mark the issue as done in Jira

-commit in an individual’s branch is his/her own responsibility, can be done as many time as the developer wants

-message of the commit should contain the problem which is resolved. Eg ”Removed the excess code”.

###Merge

-Merge will be done in the weekly teams meeting, where the code will be first reviewed by all the members and after everyone’s approval a merge will be done.

-If a merge conflict occurs during merging a branch, then the owner of the branch I responsible for resolving the merge conflict.

### Jira and Github

-Github is connected to the Jira board, every issue will be linked to a branch in git. It will be decided in the weekly teams meeting

##Also Read

- <https://gist.github.com/pandeiro/1552496> read this for better understanding of good practices when using GitHub.