# Members

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# Working Agreement

As a group we **should**:

* Have stand up meetings on Monday Tuesday and Friday.
* Arrange and attend extra contact times when required. (Thursdays)
* Notice others over Microsoft teams when not attending any contact sessions as early as possible.
* Keep user stories up to date.
* Keep story board up to date.
* Be present for presentation preparations.
* Be present at presentation times.
* Be present at sprint planning times.
* Be present at sprint retrospectives.
* Ask help from others if a task is taking too long.
* Deliver a feature in time that you promised.
* Check emails and Microsoft teams regularly.
* Work on feature branches.
* Create merge requests for merges from feature to production branches.
* Create tests and comment code before creating a merge request.
* Let others know when changing a feature created by someone else.
* Act in a professional manner.
* Accept technical criticism in merge requests.
* Credit contributors of a feature correctly.
* Reference any external material used properly according to MIT code referencing guidelines.
* Not introduce new technologies to the project without team agreement.
* Accept responsibility for every contribution we make.
* Remove any non-working code before creating a merge request.
* Make sure a merge request fulfils the user story.
* Do not over promise user stories.
* Always have slack time to fix or cover for someone absent.
* On disagreements voting should be done.
* Notice lecturers if someone constantly violates rules.
* Do not edit someone else’s written contribution to essays.
* Follow proper referencing for essays.
* Notice lecturers if dishonesty is being made on essays. (E.g. lack of citing work of others.)
* Not ignore any issues and focus on solving them as early as possible.
* Rollback version control if a merge request breaks the project.
* Use Taiga for Kanban and Gitlab for version control.

# References

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| [1] | T. Ivanova, H. Phillips and W. Ivins, "Learning Central: Guidelines for Student Group Projects," [Online]. Available: https://learningcentral.cf.ac.uk/webapps/blackboard/execute/displayLearningUnit?course\_id=\_387558\_1&content\_id=\_4865278\_1. [Accessed 13 11 2018]. |