

Working Agreement for CSCD01 Final Project

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Team 4

Joseph Armitage
Jacob Chamberlain
Saba Kia
Fides Linga
Angela Zavaleta

1265 Military Trail
Scarborough, ON, M1C1A4

joe.armitage@mail.utoronto.ca

fides.linga@mail.utoronto.ca
angela.zavaleta@mail.utoronto.ca

1 Objective

Team 4 (hereafter referred to as the Group) agrees to the following terms of mutual engagement in the CSCD01 Final Project (hereafter referred to as the Project) with the goal of improving and adding to the source of Matplotlib.

The Professor, Anya Taffiovich, of CSCD01 and the Teacher's Assistant, Jerry, (hereafter referred to as the Client) will provide the terms of the Project. This agreement clarifies how the Group will interact with the aim of adherence to those terms.

In order to achieve this goal, the Group will adhere to an Agile development methodology. This will involve the use of a Scrum Board, Daily Stand-Up Meetings, Weekly Planning Meetings, Peer Review sessions and Version Control all as described below.

2 Schedule

2.1 Working Days

Weekdays are designated as "Working Days".

On these days, the Group will meet briefly and be available for communication.

2.2 Working Hours

The hours between 09:00 and 23:00 (inclusive) on Working Days are designated as Working Hours.

2.3 Daily Stand-Up Meeting

Each member of the Group guarantees that they will make themselves available and present for at least 15 minutes at a daily stand up meeting on all Working Days. These meetings will occur at the following times and places:

Monday	11:10 — 11:35	Telepresence
Tuesday	13:00 — 11:35	Telepresence
Wednesday	13:10 — 13:35	Telepresence
Thursday	16:10 — 16:35	Telepresence
Friday	14:10 — 14:35	Telepresence

During these meetings, every member of the Group will explain what they have finished, what they plan to finish and what impediments they face between stand-ups.

If there is a written consensus between all members of the Group, a stand-up meeting can be skipped. This should only occur if no significant progress has been made towards completion of the Project and there are no impediments or dependencies that require discussion.

3 Terms and Conditions

3.1 Communication

All project-related communications shall occur via Facebook Messenger.

All members of the Group will read and respond (as necessary) to communications within 6 working hours of initial contact.

3.2 Scrum Board

The Scrum Board will be located at: <https://trello.com/b/...>

Proper usage of the Scrum Board requires:

- User Stories are moved from the Product Backlog to the Sprint Backlog only at weekly planning meetings.
- User Stories are moved from the Sprint Backlog to the Current Stories before modifications are made to the relevant code.
- User Stories are returned to the Sprint Backlog if work stops due to a dependency issue or due to reassignment.
- Only one User Story is checked out at a time to any member of the Group.
- Comments are made on any User Story that is returned to the Sprint Backlog. These comments must indicate why the User Story has been returned and what must occur before work can resume.
- User Stories are moved into the Done section if and only if they meet the Definition of Done.

3.3 Definition of Done

In order for a user story or other module of code to be considered “done”, the following conditions must be met in their entirety:

- The code must conform to the _ Style Guide for _
- The code must pass testing with 90% instruction coverage and according to all given specifications.
- Unclear code is supplemented by concise internal documentation.
- The code base is compile-able by... under...
- The code has been peer reviewed.

3.4 Version Control

All Version Control of deliverables will be done with the Git repository located at:
https://github.com/CSCD01/team_04-project

3.5 Branching

The Group agrees to the following branching strategy:

- DCMD: Don't commit to master, dummy
- Merge only after peer review

3.6 Continuity

In the event that a member of the Group breaks adherence to this working agreement.

1. If tardiness is the cause of the breach, no strikes are recorded as long as 10 (fresh) Timbits are provided.
2. If any more serious breaches of this contract occur, the individual(s) responsible will receive a strike on their record. Each such strike will be accompanied by a brief discussion between the offender and the Scrum Master (or another individual if the Scrum Master is the offender). The third strike will result in the escalation of the breach to the attention of the Client.

3.7 The Scrum Master

The Scrum Master will be:

The responsibilities of the Scrum Master will be:

- To lead each Daily Stand Up Meeting, Retrospective, and Planning Session and apportion time within to maximise productivity and cohesion.
- To find assistance for any team member in distress with a specific and manageable Project-related impediment.
- To discuss impediments and help redistribute labour at stand up meetings with each individual affected.
- To keep a record of any strikes on the record of Group members, and if necessary report issues to the Client.

3.8 Peer Review

Review sessions will occur immediately following any stand-up after which there is code available for review and a reviewer available for sufficient time.

Both the reviewer and the writer of the new or modified code should be physically present and active during the review process. While the writer retains the power to ignore any suggested changes by the reviewer, a consensus is preferred.

3.9 Planning Meetings

A weekly planning meeting will be scheduled by the end of each Saturday. Such a meeting will occur in the first half of the week. The period between each planning meeting and the next is referred to as the sprint.

Planning meetings will include planning poker, to establish the expected time consumption of each new or modified user story in the Product Backlog. Correspondingly, story points will be assigned to each such story in the Scrum Board. Any stories still in the Sprint Backlog or Current Stories at the end of the sprint will be reassigned 0 story points.

The first planning meeting will establish this working agreement and predict an expected burn rate (number of story points completed per sprint). Successive meetings will begin with a review and recalculation of the burn rate.

Based on the current burn rate, and prioritization of user stories, the Sprint Backlog will be populated at the end of the planning meeting with user stories from the Product Backlog.

4 Acceptance

Any change to this contract shall be subject to a mutual written agreement of these parties.

The undersigned agrees to the terms of this agreement on behalf of his or her organization or business as of the date written below:

The Client

CSCD01

Signature: _____

Print Name: _____

Title: _____

Date: January 28, 2020

The Group

Joseph Armitage
Jacob Chamberlain
Saba Kia
Fides Linga
Angela Zavaleta

Signatures: _____

Date: January 28, 2020