

Team 32

Mozilla, OpenMRS, Ansible

Team Agreement

Methods of communication

Our primary means of communication will be a Discord group chat. The response times for a message directed at a member are within a day normally. Two days before a deadline, responses are expected within 3 hours. We are expected to check any other messages within a day, and respond if necessary.

Meetings

In person meetings will take place once a week, on Monday from 1-3 pm. Online voice chat meetings will take place as needed.

If anyone is unable to make a meeting, they must inform the team over Discord the night before so that the team can attempt to accommodate. If an emergency occurs and they must miss a meeting suddenly, they need to inform the team immediately with a good reason. If a team member is consistently missing meetings, refer to the contingency plan below.

Version control

We won't commit any file that gets generated on execution, and we will be using a gitignore file to prevent these from being committed. The specifications of this gitignore file will change as we work on solidifying the design. We will try to commit often, and try to commit after every major change and bug fix so we can better keep track of changes. The commit messages should state which task was being worked on, the change that was made, and whether the task is complete. Tasks should be committed separately, unless it is a common bug fix.

Division of work

We will create user stories as a group, deciding how long each task will take. In our meetings we will pick the tasks we want to do, and keep track of who is doing what task using Trello. If our assigned tasks are complete, we can choose to take any leftover tasks if time permits.

Submitting deliverables

A tentative submission of major features must be submitted 12 hours before the deadline. Any minor changes or bug fixes can be completed up to 1 hour before the deadline, at which point it must be submitted and someone must check the submission at least half an hour before the deadline. The people who will submit and check the submission will be chosen at the in person meeting.

Contingency plan

If a team member is planning to drop, they need to keep us updated. If they drop, they will be required to show up to a brief meeting where their tasks can be re-assigned and they can explain what has been completed. We will also inform the

instructor. In the case that a team member is consistently missing meetings, we will try to see if rescheduling will work better for them. If they are not showing up with no good reason, we will inform the instructor for advice. If we suspect a group member of being academically dishonest, we will check the code and confront them. We will remove any code deemed to be plagiarized and we will inform the instructor.