

Welcome Letter - Engineering

Welcome to the Engineering Team!

We have outlined a few important details to help get you up and running with our team.

Communication is fundamental to success at Exquisite Software, and we try to be as verbose as possible. Join the team on Slack in the #engineering channel and introduce yourself to the team, keep everybody up to date with your development, and get insight into the teams workflow and current projects.

<http://exquisitesoftware.slack.com/> using your exqsd.com email account.

We encourage you to create smaller development channels for teams that are working on specific projects. We will archive these channels every so often when they have at least 3 months of inactivity to help keep the channel clean.

If you require any assistance, and you haven't been able to find any answers on Google, please don't hesitate to ask within the channel. We want to work efficiently and would prefer to have progress on all projects with as little possible blocks as possible.

Processes

We use Jira for project management, if you're not already familiar with Jira, our teams will help guide you to becoming a Jira expert.

Our Jira instance is located at <http://exquisite.atlassian.com/> and can be accessed using your exqsd.com email account.

- The project should have issues already assigned and broken into sprints. Please use Jira to manage issues for the project, and if required, create new tasks to help you with your workflows.
- Make sure that you run your times for each issue that you are working on, this is how you will get paid.
- You can view your time-sheets using the Tempo module within Jira.
- You will be paid for the work completed every 2-weeks, our payments are made on Friday's and are typically processed by 5:00 PM Arizona Time.

Development

Please read and familiarize yourself with the Developer Guidelines Document (coming soon).

- You will be working on new and existing projects.
- Make sure to be consistent throughout the project, learn the project's current structure, naming conventions, and architecture, and continue to use the same model. An exception to this being when bad practices have been introduced, naming conventions do not exist, are poorly described, or named, in which case, please create a new standard, in which future development within the project will continue to enforce this standard.
- If bad practices have been previously created, please keep notes and they will be addressed in the future.

Source Control

- You should have received an invitation to join our GitHub team, please join the team, and you'll be able to view the projects you've been assigned to work on.
- Make sure to continually commit your changes often.
- If working on separate components, create a new branch per component, or hotfix.
- Use all lowercase and separate words with underscores (_) when naming branches, if naming a hotfix, please suffix the component with _hotfix, e. g. accounts_hotfix.
- If working on a Jira issue, please reference the issue within the comment using a PRJ-XX where PRJ represents the project code, and XX represents the issue number. e.g. "Implementing EXQ-37 -- Added management for accounts."
- Check-in your work at nightly into the Exquisite Software repositories.