1. Codebase development and maintenance

Source code will be managed using git version control software and stored on a private GitHub repository. In order to maintain a single-point-of-truth approach, there will be just one repository with different folders for each of the submodules (i.e. application and robot codebases).

Branching strategy and code reviews:

Our team will not adopt any specific branching strategy, leaving it at the discretion of the subgroup lead or specific team member. However, merging code to the master branch will happen only through pull requests followed by code review and approval by an authorised person. Moreover, each feature should be developed on its own branch to ensure clarity and modularity of the code development.

1. Documents and document sharing

All documents that we create are stored in a shared Google Drive folder. This allows for simple access and collaboration, as well as multi-platform support and portability.

To ensure effective use of Drive, the folder is divided into several subfolders (report drafts, submissions, meeting notes etc.) and all files follow specific naming conventions.

1. Communication channels

We base our communication on meetings (following Agile principles). Before each meeting a minutes document is creating containing agenda that all members can modify. Meeting facilitator ensures that the agenda is followed in a timely manner. Minutes are also taken for future reference or not-present members. Relevant decisions and action points are also noted.

Outside-of-meetings communications relies on the Slack with channels for general communication and specific to particular groups. (Urgent matters can be also discussed using Facebook Messenger due to its availability ????) Outside communications are carried out via email by Mahbub, who is our designated primary contact.

Task allocation and tracking is done with the help of a Trello board, which captures essential information. Outstanding tasks are stored on a TODO list where they are assigned to specific team members so that the progress can be monitored.

Subteams are free to create their own boards, at the discretion of the assigned leads.

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