Communications Tools

Standard communications:

Team members will communicate through Discord on the “CS350 FB Cloning the Champ” server.

Communications methods:

Text channels:

Elbow-Team-discussion: Used for general topic discussion and comments to other team members.

Language-support-links: used to post links to tutorials and general tips regarding technology setup and usage.

Testing-tips: used to post links to tutorials and general tips regarding unit testing.

Seaman’s-word-of-code: used to record client requirements and general best practice advise.

Voice channels:

General: Used for all meetings including Pre-Sprint, Task Status Report, Project Status Report, and Post-Sprint.

Idle/AFK: Used to let team members know you are not at your terminal

Actively Focused on App: Used for individual or pair programming sessions when you need to focus on the task and not be disturbed by general discussion.

Screen sharing:

Screen sharing will be used to enrichen the communication channels and for visual verification of progress. All team members will be required to share their screen during progress reports.

Documentation and Product Backlog:

Documentation:

A repository created at <https://github.com/ElBowSpace> will be used to store all project material.

Project role documents will be stored in a folder at <https://github.com/ElBowSpace/ElBowSpaceProject/Documents> (to be decided) the role documents for the specific milestone will be in separate folders labeled as such. Each folder will contain 4 files named Requirements.md, Design.md, Code.md, Test.md. Each file will serve as a resource to document the procedures used for their respective processes.

Artifacts related to project design will be stored at <https://github.com/ElBowSpace/ElBowSpaceProject/tree/master/Artifacts> Artifact include items such as Communications schedule, Use Cases, ERDs, UML diagrams, Wireframes, etc.

Screenshots used to document test results will be stored at <https://github.com/ElBowSpace/ElBowSpaceProject/tree/master/Test%20Screenshots> screenshots will be sorted into folders by appropriate milestones and will be named in a meaning full manner including test performed and if applicable the result of the test.

Product Backlog:

The issues tab in the GitHub repo found at <https://github.com/ElBowSpace/ElBowSpaceProject/issues>

will be used to track the product backlog and serve as a TODO: list for individual team members. All problems and barriers encountered must be logged as issues. In addition, all tasks to be completed will be logged as an issue and assigned accordingly to individual team members. Team members will add comments to issues as partial progress is made and close issues with meaningful comments regarding steps taken to fix issues.

Client Communications:

Specific Questions to the client will be sent via Canvas. Screenshots shall be attached for clarification as applicable. All associated team members will be CCd.

All client meetings will be conducted via Zoom at channel provided by client. This includes weekly reviews as well as Milestone Status Report meetings. During status report meetings all participants shall have video enabled\*. The individual team members will share their screens to demonstrate the progress they have made for that milestone and relevant role.

\*These are not normal times; due to the current pandemic and high rates of unemployment we recognize that some individuals struggle to make ends meet. As such not everyone is fortunate enough to have access to web cameras and high-speed internet. To enrichen communication channels, we prefer video be enabled however clemency will be granted in these trying times.