

EnrollSmart Team Working Agreement

Group Members

- Swayam Shah - Project Owner, Developer, Frontend/Backend
- Nicholas Peyrovan - Developer, Frontend
- Tanmay Deshmukh - Developer, Backend
- Mason Lo - Developer, Backend
- Xuan He - Developer, Frontend

Scrum Practices

- Daily standups
 - M/W/F 12:00 - 12:15 pm (with ~45 minute group work session after) in person at BE 302
 - T/Th 9:30 - 9:45 pm on Zoom
- Agile board maintained through YouTrack
 - Group members can assign themselves to user stories and tasks
 - Estimated using story points
- Worked on Sprint Plans and Sprint Reports as a group during group work sessions
- Scrum Master changes after each sprint

Source Control Practices

1. Group members work off of feature branches
2. Group members submit pull requests to the development branch once their feature branch is well-tested
3. Swayam is responsible for merging pull requests into the development branch
4. The development branch is merged into the staging branch by Swayam
5. The staging branch is merged into main by Swayam

Modes of Communication

- Messages through Slack
- Daily progress discussed in scrum meetings

Communication Policies

- Let group members know about being tardy to or missing meetings ahead of time
 - If absent, put daily status in the **#daily-status** channel
- Keep the slack organized (put messages in relevant channels)

Definition of Done

- A task is considered done when it passes manual testing, a peer review, and PR review, and code quality is created, reviewed, and merged into the develop branch.
- After that the a PR is created in the staging branch where all checks and tests are run that should pass, and when the feature is deployed to the staging website.
- Once all tests pass and the feature runs on the staging server in a robust fashion, the feature/task is considered done.