Governance Plan

Process

Meetings

- We will aim to meet two times a week on Tuesday from 7:00PM – 7:30PM, Fri 8:30PM - 9:00PM
  - Stand up format.
    - What did I do yesterday.
    - What will I do today.
    - What is in my way to get my work completed.
  - Share any difficulties and help each other's.
  - Meetings will take place via Zoom, based on availability and convenience.
  - An agenda will be set for each meeting and shared with all team members in advance. The agenda will include updates, discussion topics, and action items.
  - All team members are mandatory to attend Wednesday's class and meet in person.

Contribution

- The assignment will be divided into user stories or features based on the expertise and interests of each team member, including front-end and back-end developers.
- During sprint planning meetings, each member, including front-end and back-end developers, will present their ideas. Major decisions will be made by consensus or voting.
- If a team member wishes to suggest a change to an already agreed-upon user story or feature, they can present their proposal during a designated sprint review meeting or provide it in writing to the group.

Information Management

- All team members will document their ideas, designs, and any other relevant information on Confluence. This will serve as the central repository of knowledge for the entire team.
- For real-time communication and sharing of quick updates, WeChat will be used.
- Team members will use Trello to update the status of their tasks and to share information about any roadblocks or impediments.
- All meetings will take place via WeChat, and any important decisions made during these meetings will be documented on Confluence.
- All documentation, including meeting notes, design documents, and other important information will be stored on Confluence.
- Trello will be used to store information related to task status, deadlines, and assignments.

Progress Tracking

- Sprint Plannings.
  - Task Identification and Assignment:
    - At the beginning of each sprint, the team will have a sprint planning meeting via Zoom. During this meeting, the Product Owner will present the prioritized list of user stories for the upcoming sprint.
    - The team will then break down the user stories into smaller, manageable tasks together.
  - Sprint Backlog Creation:
    - The selected user stories and tasks for the sprint will be added to the sprint backlog on Trello. This will serve as the team's to-do list for the sprint.
  - Sprint Goal Setting:
    - The team will also set a sprint goal, which is a short, high-level description of what the team plans to achieve during the sprint. This goal will be documented on Confluence and will serve as a guide for the team throughout the sprint.
  - Sprint Reviews and Retrospectives

  - At the end of each sprint, the team will hold a sprint review and retrospective via Zoom. The sprint review will involve demonstrating the completed work to the Product Owner and the client, and the retrospective will involve discussing what went well, what didn't, and what can be improved.
  - Any important decisions or feedback from the sprint review and retrospective will be documented on Confluence.
  - After receiving feedback from the supervisor about each sprint, the entire team will hold another meeting to adjust the ongoing sprint design based on the feedback. The team will then reflect on their performance again.
- Task Management:
  - Tasks will be created and assigned on Trello. Each task will be assigned to a specific team member and will have a deadline.
  - Team members are responsible for updating the status of their tasks on Trello as they progress.
  - We will track progress by checking in with each other through WeChat, Confluence, and Trello based on the deadlines that we've set during meetings. Each team member will provide a brief update on their progress and any challenges they're facing in each meeting.
  - If a team member encounters difficulties or delays, the group will discuss potential solutions and offer support.

Priority

- The Product Owner is responsible for initially setting the priority of tasks in the Product Backlog. However, the entire team will discuss and agree on the final priorities during the Sprint Planning meeting.
- The priority of all tasks will be clearly indicated on Trello, with the label "urgent" given to documentation tasks.

- Three days before the end of each sprint, all tasks should be completed.

<u>*Approval*</u>

- To ensure that all completed tasks meet the required quality standards and acceptance criteria before each sprint submission.

- Three days before the end of each sprint, the team will have a meeting in the evening to review each document one by one against a checklist. Any issues identified will be immediately corrected.

- The day before the deadline, all revised documents will be collected and uploaded to GitLab by the Scrum Master, Haonan Tao. The other team members will check the upload and reply with the check results in the WeChat group by 11:59 pm.
- If there is a disagreement regarding the approval of a completed task, the final decision will be made by the Scrum Master and Product Owner.

<u>*Additional Guidelines*</u>

- Team members will communicate respectfully and openly, addressing concerns promptly to avoid conflicts.
- Decisions will be made through consensus, and if consensus is not possible, a majority vote will be taken.
- Regular updates will be shared through WeChat to ensure everyone is informed about progress and changes.

By adhering to this governance plan, we aim to foster effective collaboration, transparent decision-making, and timely completion of the assignment while valuing each team member's contributions and perspectives.