TEAM PLAN

PROJECT CLIENT ON BOARD

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Group: Brave Alligators

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Targets

The main target of this team as a whole is to deliver a sufficient final product that meets the requirements outlined in the Functional/Technical Design. In order to do that, we maintain extensive communication and project management using Scrum, aided by Gitlab's Issue Board as part of the scrum backlog.

At the individual level, the main target for the team members is to contribute sufficiently to the project. In addition to that, we also identify our current incompetence at the beginning of the project, and with the help of the project coach and other members, improve and reflect on these incompetence's as the project goes.

Code of Conduct

- Scrum standup meeting every 2 days, to keep the team on track and log these meetings as deliverables. We answer 3 standard questions and decide if someone needs to shift their task around (and to who).
- Show up at lab sessions and scheduled group meetings. Notify the group beforehand in case of absent.
- Show reasonable progress, be reliable. If you get stuck at something, ask the team for an explanation or help. If you cannot do it at all after (seriously) trying, move on, pass the task on to another member. There is no shame in not knowing something – we are all here to learn.
- Follow the Git etiquette to keep the code base manageable
- As suggested in Project Details (Blackboard), we use the 3 strikes out system, where a strike is a formal warning, a second strike has grading consequences and the third means direct exit from the project. The team discuss this option together and decide with the teacher if necessary.

Code Quality – Programming Etiquette

To maintain a clean code base, we established the following programming etiquette:

- Variable/function naming: follow the standard naming practice
    - upper camel case for classes,
    - lower camel case for variables and functions,
    - Uppercase with underscore with constants.
- Variable naming II: make the variables understandable. Try not to abbreviate/use single character(s) as most as possible, except for the most obvious cases (e.g., indexes)
- Commenting: add comments (of multi-line form) at important methods to explain the functionality. Add in-line comments for small nuances that were found and worked around during implementation, so the fellow developer(s) can understand what was done.
- Method/class size: keep it reasonably small, preferably one task per method.
- Use IntelliJ's warning/highlight feature to avoid duplicate code (try collapsing those code to a new method if possible), avoid spelling mistakes and improve cleanliness (however, make sure that the code still works as intended first).

By following these guidelines, we ensure that the code is easily readable and maintainable.

Roles

In addition to regular 'Developer' roles (of which every member is), the following extra management roles are used for this team project:

Role	Responsible person	Role description
Scrum master	George	"Leader" of the team. The original scrum does not exactly define Scrum master as a concrete team leader, this has been tweaked for the need of this group in this project. - In charge of the standups, make sure they happen productively; - Keep track of team progress, both overall and at the individual level; - Oversees the division of tasks, especially tasks that are being moved between members
Backend master	Adrian	In charge of the backend (e.g., finalizing the initial design and having final say on change suggestions. Also manage the merge requests for this part of the project.)
Frontend master	Darius	In charge of the front-end (e.g., finalizing the initial design and having final say on change suggestions. Also manage the merge requests for this part of the project.)
Database master	Klaus	In charge of the database (e.g., finalizing the initial design and have final say on change suggestions)
Minute taker	Tiffany	Record and manage the standup meeting logs
Contact person	George	The main contact person of the team to relevant stakeholders (client and the project coach). In charge of collecting, sending questions for the team and receiving answers from the client/coach.