

FoodMark - Tool Setup

CS300 - Group 02

1. Communication Channel - Discord:

Purpose: Used for real-time discussions, announcements, and coordination among team members.

Server structure: We organize our server into 3 main categories: general, development, off-topic. These channels may be enlarged or adjusted depending on the project progress and requirements.

1.1 General Category:

- #general: Used for overall communication, updates, and daily team interactions. Team members can ask questions, share ideas, or make quick announcements.
- #announcement: Reserved for official project updates, release notes, and important notifications.
- #rules: Contains basic guidelines on communication, meeting etiquette, and contribution standards to maintain a productive environment.

1.2 Development Category:

For project management and work coordination.

- #meeting-notes (forum): Stores summaries and outcomes of each meeting.
- #resources: Links to design files, GitHub repositories, APIs, or shared drives.
- #planning: Used to discuss tasks, milestones, and sprint goals.
- #meeting (voice channel): Real-time meetings and discussions.

1.3 Off-topic Category:

For casual conversation and team bonding.

- #off-topic: Non-work chat to keep the atmosphere friendly.
- #gaming (voice channel): Relaxation or gaming sessions outside work time.

FoodMark



Events



Server Boosts

general ▾



general



announcement

rules

development ▾



meeting-notes

resources

planning

bug-reports



meeting

off-topic ▾



off-topic



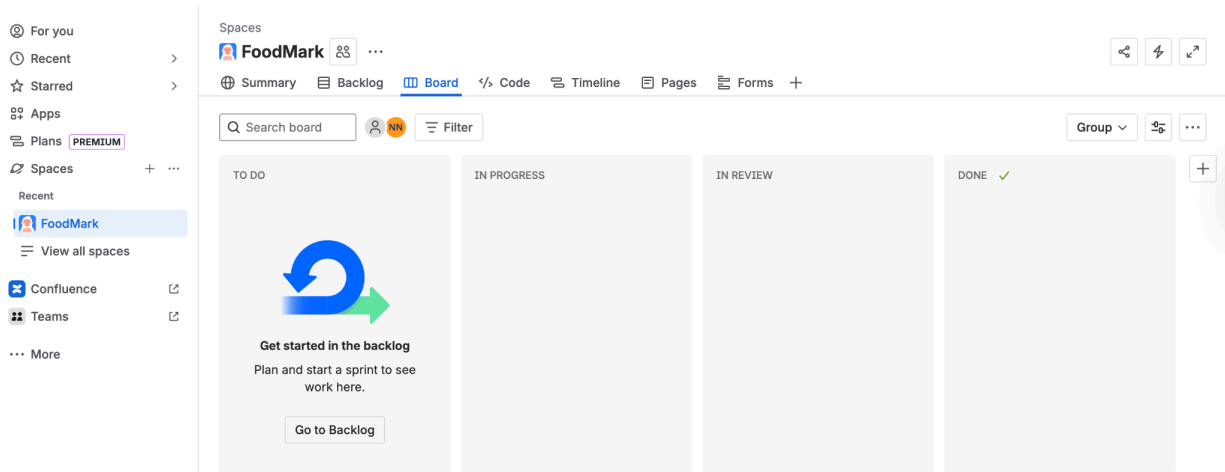
gaming

2. JIRA:

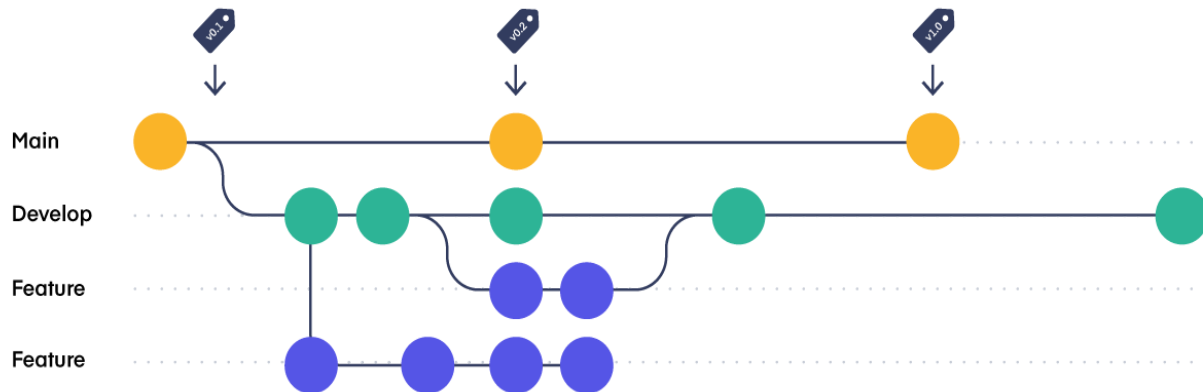
Purpose: Used for project management, task tracking, and sprint planning to ensure clear progress and accountability.

Setup Details:

1. **Project name:** FoodMark
2. **Board type:** Scrum Board (for sprint-based task management)
3. **Issue types:**
 - a. **Epic:** Major feature modules.
 - b. **Story:** User-facing features or functionalities.
 - c. **Task:** Technical or development-related work.
 - d. **Bug:** Fixes or maintenance work.
4. **Workflow:** To Do → In Progress → In Review → Done
5. **Assignees:** Each task is assigned to a responsible member to maintain clarity and ownership.
6. **Labels:** Used for categorizing tasks (e.g., **frontend**, **backend**, **design**, **api**, **docs**).
7. **Integrations:** Linked with GitHub for issue updates upon commits and pull requests.



3. Github:



Purpose: Centralized version control and collaboration on code, documentation, and project artifacts.

Setup Details:

- Repository: <https://github.com/Noridom1/FoodMark.git>
- Branch Strategy:
 - main: stable version
 - dev: active development
 - feature/*: individual feature branches

- All contributions to the repository are made through Pull Requests (PRs) to maintain code quality and enable peer review. Team members create a feature branch for new functionality or fixes. Upon completion, a Pull Request is opened to merge the feature branch into dev. Each PR includes a brief description of the changes, related GitHub Issue or JIRA task, and testing results (if applicable). At least one peer review is required before merging to ensure code quality, maintainability, and adherence to project standards. Once the feature is verified in dev, stable updates are merged into main for release.

- Pull Requests Reviewers: Assigned team members or module owners are responsible for reviewing PRs. Reviewers check for code readability, functionality, performance, and adherence to project conventions.

- Folder Structure:
 - /src → Application source code

- /docs
 - /management → Weekly reports, project status, and planning documents
 - /requirements → Vision documents, user stories, and use cases
 - /analysis_design → UML diagrams, architecture designs, UI mockups
 - /test → Test plans, test cases, and reports
- /pa
 - pa0 → Group registration & tool setup
 - pa1–pa5 → Future assignment deliverables
- GitHub Issues are linked with JIRA tasks for traceability.

4. Google Drive:

Purpose: Store non-code artifacts and collaborative documents.

Url:  **CS300 - FoodMark**

Setup Details:

- Shared Folder: FoodMark Project Drive
- Subfolders:
 - /MeetingNotes – weekly meeting minutes.
 - /Presentations – slides for project reviews.
 - /References – research papers, UI inspirations.
 - Access: View/Edit permissions granted to all group members and TAs.
- Access Permissions: All team members are permitted to upload and download files.

5. Figma:

Purpose: Used for collaborative UI/UX design, prototyping, and user-flow visualization.

Team Collaboration:

- Designers and developers co-edit interfaces in real-time.
- Commenting enabled for instant design feedback.

Integration: Figma exports (screens and SVG assets) are versioned in GitHub for development synchronization.

6. Integration Summary:

Tool	Purpose	Linked To
Discord	Team communication	
JIRA	Task tracking, sprint planning	GitHub commits
GitHub	Version control & docs	Linked with JIRA issues
Google Drive	Shared documents	Weekly reports & references
Figma	UI/UX design & prototyping	

7. Team Collaboration Commitment:

All members agree to:

- Actively communicate via Discord.
- Update JIRA daily to reflect task progress.
- Push commits to GitHub regularly.
- Upload meeting notes and reports to Google Drive.
- Check tools frequently on both desktop and mobile.