

ECSE 428
Work Organization
Team McBuddy

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Work Organization

We will be using a private Github repository to manage our codebase, text documents, and configurations. Google Docs will be used when it is necessary to edit documentation by multiple people simultaneously. A private Facebook group has been set up as a discussion board for organizing meetings and managing schedules.

We will be using a manual code review strategy – team members will push changes to separate branches, their partners will review and OK the changes, and the team member with the Git Maintainer role for the appropriate sprint will merge the reviewed changes into the master branch. The Git Maintainer will handle any rebasing or merge conflict resolution that needs to be done. An automated code review managing system (e.g. Gerrit) can be set up in a later sprint if deemed necessary.

We will use a continuous integration server, most likely Jenkins on a Digital Ocean server, to handle automated builds and testing. This will be set up during the first sprint. The Git Maintainer should ensure that any commits that are to be pushed into master have passed all the CI builds and tests.

Roles

Some team members will be assigned additional roles for specific sprints. The allocation of roles will change every sprint. The team members performing the described role for the first sprint are indicated in brackets.

- **Scrum Master** – makes sure team members are meeting deadlines; handles the allocation of tasks to team members; organizes meetings between team members, and between the team and the TA; etc. *4 hours per sprint.* [Ryan Ordille]
- **Git Maintainer** – in charge of keeping the Git repository organized; handles any merge conflicts that may arise after code review. *3 hours per sprint.* [Lilly Tong]
- **Document Maintainer** - makes sure all documentation is organized and up-to-date. With help from the Scrum Master, the Document Maintainer can allocate additional tasks to other team members to update documentation if necessary. *2 hours per sprint.* [Lilly Tong]
- **Recorder** – writes down and maintains the meeting minutes during the pre-sprint and post-sprint meetings, along with any additional formal team meetings that take place during the sprints. *1 hour per sprint.* [Han Yang Zhao]

Our nine-member team will be initially split into the following sub-teams:

Front-End Development	Back-End Development
Amee Joshipura	Ryan Ordille

Han Yang Zhao	Carl Patenaude Poulin
Lilly Tong	Nathaniel Faries
Nicholas Aird	Chen Yuechuan
Phillip Hoddinott	

This sub-team allocation is fluid, as members can be assigned tasks that fit either of the two categories. At least one representative from each sub-team should be present in any meetings with the TA.

Done List

1. Code to implement/improve/modify feature complete
2. Code is thoroughly reviewed by at least one team member
3. Commits to be merged are OK'ed by Git Maintainer
4. Continuous integration build passes all build steps
5. Existing unit, system, integration, UI, and regression tests pass
6. Additional tests added to test suite (if applicable)
7. Additional build steps added to continuous integration build (if applicable)
8. Documentation updated and reported to Document Maintainer
9. Progress reported to Scrum Master
10. Live demo approved by team
11. Sprint backlog updated