

A decorative graphic on the left side of the slide, consisting of white lines and circles on a purple background, resembling a circuit board or a stylized tree structure.

# Project Lead Reference Information

Phoenix Programming

# What Are My Responsibilities as a Project Lead?

- Define project goals and scope with your team
- Organize and assign tasks
- Organize meetings and facilitate discussions among your team members
- Maintain code standards on the project
- Ensure project documentation is maintained and kept up-to-date
- Mentor and support members
- Keep the e-board up to date on any issues or roadblocks with your projects and project members
- Keep the momentum between meetings, remind team members of upcoming tasks, track progress, and nudge people to contribute steadily

# What Should You Do in Your Meetings?

- 1. Design** – Hold design meetings before starting to write any code
- 2. Requirements** – Discuss and write down the requirements of features, and add and refine tasks (GitHub Issues) on the Kanban Board (GitHub Project)
- 3. Code Demo/Review** – Have members demo their code and review Pull requests
- 4. Code Help & Debugging** – Have members help each other with bugs or other issues
- 5. Actual Coding** – Only if all the above are complete, since this can be done outside of meetings

# Our Git/GitHub Standards

1. Never commit directly to main
2. Each task, feature, or bug needs to be on its own branch
3. Branch Naming Format: <First Name>\_<Last Initial>\_<Issue #>\_<Task, Feature, or Bug Name> (for easy identification and consistency)
4. Don't perform any merge commits, only squash or rebase commits (to maintain linear commit history)
5. Always merge the main branch into your branch and perform extensive testing before creating a pull request
6. 2 reviewers from the team are needed to approve each pull request merging into main
7. Resolve all conversations before completing a pull request merge
8. Always do a squash commit when merging your branch into main through a pull request
9. After your PR has successfully merged into main, delete the remote and local branches you created for that task, feature, or bug