Rules for Project Team

The following rules must be followed by each member of the team in the final project. If anyone does not follow the rule, he/she will be warned once, and later will be removed from the project without any 2nd chance to come back. Along with that the course result will be “Fail” and no chance for internship will be allowed. This is because, if a person is problematic during a course project then he/she will be problematic for professional life and we will not recommend him/her to any company & will not select for our internship team.

1. Every member must respect other members. During communication, task distribution, task status check etc. always use a proper & formal approach. None should offend anyone even in extreme situations.
2. You are responsible for your accomplishment. If you are not allocated a task, or if you are blocked by someone else, always be proactive to solve your own needs. Try to find out a way to make progress. Excuses are invalid and useless. Think about what can be done to solve your problem and complete your task. If your score is too much below the average score of the team, then you will be removed from the team.
3. Everyone must stay in touch with the team members. Lack of communication is unacceptable. If someone is not in contact and regularly missing deadlines and meetings, then he/she will be removed.
4. Deputy team lead will assist team lead in getting things done. If team lead is able to transfer responsibility to deputy team lead for tasks that deputy team lead can do, then team lead must do so. But at the end of the day, the team lead has to report progress and thus he/she must be always in charge. Team leads must know what is going on, and must make sure things are happening in the right way.
5. Team lead and deputy team lead should create tasks in the git project and allocate them to members. All members should have enough tasks to meet their weekly goal.
6. At least 2 meetings must be conducted per week to discuss the project works and check progress. If it is possible to do more meetings then it should be done. But meeting durations should be cut short. Rather than a very long meeting, regular short meetings are better. If any person needs personal help, then it should be done through one to one meetings rather than holding everyone in the team meeting and wasting their time.
7. If there is anything important, then it must be broadcasted to all members immediately and should be highlighted in the team meeting as well.
8. Each task should have a score associated with it. The score can be put in the description section of the task. The score should be a relative measurement of the task according to effort and size of the task. This doesn’t need to be very accurate. A wild guess is enough. If the score needs adjustment, it can be done with reason.
9. Each task/issue should have a separate branch with the naming format “feature/dt-[TASK NUMBER]”. Task number should be taken from the issue number. All work of the task should be done in its own branch only.
10. A pull request has to be created after work completes (Sometimes multiple PR can be created from a single branch if needed). The reviewer of the PR should be either team lead or deputy team lead. And the PR should be assigned to the PR creator.
11. Reviewer should do a quick code review of the PR to check whether everything looks ok or not. If there is some need for adjustment, reviewers should mark them and request changes. The PR creator then has to fix them and ask for the next review. For each rejection, the score of the task should be reduced by a factor of 10%. Team lead or deputy team lead can create an excel to keep track of scores.
12. PR should be created to merge with the develop branch. And all feature branches should be created from the develop branch. Team members should create only feature branches to complete their tasks. Even if the task type is bug or enhancement, only feature branches should be created.
13. Once there is a stable version that can be prepared for demo, then team lead will create a release branch from develop branch. Once the release branch is properly tested, it should be merged with the master branch.
14. All branches except master and develop, once the need of that branch is over, should be deleted.
15. After the task is done, the issue should be closed. When the issue is being worked on, it should be in “In progress” and when the task is under review it should be “In review”. If a review is rejected, it should be sent back to “In progress”.
16. Each team member should frequently commit work in their branch.
17. If there is a merge conflict, it should be properly resolved, so that no work is lost. If you are unable to fix the conflict, take help from other members, rather than trying something bad on your own.
18. All project related artifacts should be in the repository. Create separate folder for them. Keep code in the “src” folder. You can create a “docs” folder as well.