# Team Agreement

**Team 7**

**Everyone in the team can propose changes to our working agreements**. You can also always suggest new working agreements in the team retrospectives.

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# Project overview

We’re building a website to develop and implement a pilot Recruitment and Admissions application for the School of Healthcare Sciences.

**Client:** Janet Israel – Cardiff University

**Current status (Nov 24th 2024):** The project has just started.

# **Initial requirements specification**

[View client meeting recording](https://cf.sharepoint.com/teams/MScSE-RecruitmentandAdmissions/_layouts/15/stream.aspx?id=%2Fteams%2FMScSE%2DRecruitmentandAdmissions%2FShared%20Documents%2FGeneral%2FRecordings%2FMeeting%20in%20%5FGeneral%5F%2D20221121%5F143308%2DMeeting%20Recording%2Emp4)

**Team members and their roles**

|  |  |  |  |
| --- | --- | --- | --- |
| **Person** | **Role** | **Contacts** | **Agreement** |
| Tomos Leggett | Developer | [leggetttj@cardiff.ac.uk](mailto:Leggetttj@cardiff.ac.uk) |  |
| Wei Peng | Developer | pengw2@cardiff.ac.uk |  |
| Mariia Moroz | Developer | morozm@cardiff.ac.uk |  |
| Snigdha Banani | Developer | bananis@cardiff.ac.uk |  |
| Yangshuo Chen | Developer | cheny247@cardiff.ac.uk |  |

**Culture**  
As a team, we agree to…

Ask for help when we need it

Are trying to be transparent and honest

Actively give constructive feedback

Agree to be transparent and honest

Encourage a diversity of opinions on all topics.

# **IDE & Tools**

|  |  |
| --- | --- |
| **IDE** | IntelliJ Idea |
| **Java Version** | 17 |
| **CSS Framework** | Bootstrap |

# **Meeting timings**

As a team, we agree to…

* Scrum call meet: Daily
* Planning meet: Twice in a week
* Demo with client meet after every sprint: Every week/client meetings (Every THU)
* Retrospective meet: At the end of each sprint

# **Gitlab pushing code rules**

As a team, we agree to…

* Never commit directly to the main branch
* Create a new branch for every feature/bugfix

Branches:

* “main” branch: Final merge of working code at the end of each sprint before showing demo
* “development” branch: Every week merging of working code after each feature. Should take pull from this branch only
* “feature/<name>” branch: Should create own respective branch and work in the local
* Code review: Always tag another team member as reviewer while creating a PR. Never merge/ keep yourself as the reviewer
* Merge request: If added as a reviewer, before accepting and merging the code add review points in the user stories with respective commit id
* Flow of pushing code:

“feature/<name>” branch -> “development” branch

“development” branch -> “main” branch at the final stage if the code is working

* If unsure of anything take help but don’t push as it may overwrite other codes

**Definition of Done**

As a team, we agree that a task is done, when…

* Product owner accepts user story
* Someone has reviewed the code
* All tests have passed
* Code is merged to the main branch and deployed successfully
* Task acceptance criteria met