**TEAM RULES AND POLICIES**

**INSTRUCTIONS**

**Overview**

This document is to be considered as the reference for the team to make sure we are all on the same page in terms of teamwork on the Tech4Good project. It will highlight the main rules and policies for the team members for agile smooth work.

**Instructions**

# GitHub

* 1. No direct push to the master/main branch. Everyone has to create a new branch to commit and push the changes with clear name/details
  2. For each commit, we have to create a pull request that required at least 2 of the other team members to review and confirm before we merge branches with master/main
  3. For any changes, something like documentation or any new idea, we will need to open an issue to discuss this change before we assign its accountability to one of us, then will take it from there.
  4. We will be using labels to make it easy while documenting/ discussing the issues
  5. It’s very important to pull the repository before you do your changes to make sure you are up-to-date.
  6. Commit:

Type of change

* FEAT: The new feature you're adding to a particular application
* FIX: A bug fix
* STYLE: Feature and updates related to styling
* REFACTOR: Refactoring a specific section of the codebase
* TEST: Everything related to testing
* DOCS: Everything related to documentation

Usage

1. The first word of the commit should be the keyword from the ‘Type of change’ listed above with capitalization of each character.
2. Followed by a semicolon and space character.
3. Followed by a brief description of the change where the first character of the sentence is capitalized.
4. Total length of the commit message is limited to 50 chars.

# Jira

* 1. Jira board will be the main place to check the team progress and current tasks/ achieved tasks.
  2. The project manager will be responsible for creating teams, issues, user stories, tasks, and so on Jira and assign the team to the tasks based on what agreed in the sprint planning meeting
  3. Everyone is responsible to move the tasks they work on and update their status \
  4. The project manager will check the tasks in “In Review” and make sure all is done as what expected before moving them to “Done”
  5. For every card on Jira, there is a space to comment, have a discussion, upload documents or attach links. This will be the only place to consider any further discussion regarding the tasks to make sure all is in one place and everyone has access to the latest update

# Google Drive

* 1. To make sure we follow up on the changes and everyone ideas, we need to use the “suggesting” mode when we update or comment on any document. Something alternative if the document is to be discussed is to use another colour when brainstorming in the document so things don’t mess up

# Google Calendar

* 1. A new calendar for the team has been created and shared with everyone. We will be having it as our main reference for the meetings/ events/ and calls so make sure to check regularly and put any related events there for everyone’s access

# Zoom

# Slack

* 1. To make sure your team can see your message, don’t forget to mention them using @channel or @username if you are speaking to specific one. If you don’t do this, they will not get notified unless they croud their notifications with everything anyone share on Slack different channels.
  2. No decisions to be made on Slack about project priorities, or other significant decisions relating to the project. These are to be discussed and decided as a team in the twice-weekly meetings. Minor decisions, e.g. agreeing to change the time of the daily standup, can be made on Slack.