

Team Contract

TableHub

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under the supervision of Dr. Eng. Rafał Kotas

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Contents

1 General Information

1.1 Team Name

Our team name is: TableHub

1.2 Team Members

- Member 1: Julian Bednarek - 250247@edu.p.lodz.pl
- Member 2: Jakub Raj - 250266@edu.p.lodz.pl
- Member 3: Hubert Szadkowski - 250276@edu.p.lodz.pl
- Member 4: Bartłomiej Sęczkowski - 250270@edu.p.lodz.pl
- Member 5: Diana Prośniewska - 250265@edu.p.lodz.pl

1.3 Team Structure

Team Leader: Julian Bednarek

Backend Team

- Hubert Szadkowski - Lead Developer
- Jakub Raj - Junior Developer

Mobile Team

- Julian Bednarek - Principal Lead Developer
- Bartłomiej Sęczkowski - Junior Developer
- Diana Prośniewska - Junior Developer

Quality Assurance Team

- Jakub Raj - Lead QA Engineer
- Julian Bednarek - Support QA Engineer

DevOps Team

- Hubert Szadkowski - DevOps Engineer
- Julian Bednarek - Junior DevOps Engineer

Product development Team

Whole team is responsible for product development. i.e. brainstorming, planning, designing, stakeholder communication, etc.

2 Team goals

- Handle current tech debt
- Deliver high-quality software
- Implement user engaging features (e.g. gamification)
- Make designs more user-friendly
- Make software production ready
- Develop new skills and share knowledge
- Maintain a positive and collaborative team environment

3 Team rules and expectations

3.1 Communication

- Use teams for messages to everyone
- Use private messages for one-on-one communication
- We track progress in Jira

3.2 Meetings

- We have weekly meetings on Tuesdays at 13:15 central european time
- If there is a need for an additional meeting, the team leader will schedule it
- We don't have daily standups
- Team members are obliged to be on time for meetings

3.3 Task management

- We are working in **Kanban** methodology with **2 week sprints**
- We use Jira for task management
- Each team member is responsible for updating the status of their tasks in Jira
- We use GitHub for version control and code reviews

3.4 Code of conduct

- Treat each other with respect and professionalism
- Be open to feedback and willing to give constructive feedback
- Collaborate and support each other to achieve team goals
- Address conflicts directly and professionally
- Maintain a positive and inclusive team environment

4 Additional information

4.1 Jira

Our Jira board can be found *here*.

- We use hourly estimates for tasks
- We have the following task statuses: To Do, In Progress, In Review, Testing, Done and Blocked
- We use labels and epics to organize tasks (recommended not mandatory)
- After the end of each sprint, we have a retrospective meeting to discuss what went well, what could be improved, and any action items for the next sprint

4.2 GitHub

Our GitHub repository can be found *here*.

- We use feature branching strategy
- Each feature branch should be named according to the task it is related and based on author's name:
`jb/TH-1-optionally-short-description`
- We use pull requests for code reviews
- Each pull request should be reviewed by at least one team member before merging
- We use GitHub Actions for continuous integration and deployment
- Other things are specified by team leader in the repository's README file