

## TEAM-B-MEDICAL-APP

### Team agreement (Updated on September 23rd)

1. Scope for the phase cannot change after development has started, unless the team unanimously decides to make changes or client forces it.
2. Punctuality
  - a. Be on time
  - b. End on time
3. Weekly meeting with Client/TA/Team agenda
  - a. Record absences
  - b. start / end time
  - c. Progress
  - d. Blockers
  - e. Clarification
  - f. In meetings be respectful, actively listen when others are talking, and non distracting
  - g. Minutes should be sent to every team member at most 1 day after the meeting
4. Documentation
  - a. Comprehensive backlog
  - b. PRD
  - c. Tech requirements
  - d. Kanban - github
    - i. Project manager can move backlog to to clarify or to do
    - ii. Client liaison can move items to the to clarify column
    - iii. Members who are responsible for items can move them to any column, then update the team on updated status.
    - iv. Share with client a spreadsheet of changes
  - e. Update backlog tracker file accordingly

5. Absences
  - a. Should be notified to the team 2 days in advance
  - b. Unfinished work should be delegated to another teammate accompanied by proper documentation.
6. Team will use Discord, Google Drive and Github for collaboration
7. Team agreement will be reviewed every 4th team meeting
8. Work ethics
  - a. Tasks are first come first serve
  - b. Check conflicts carefully to avoid deleting other's work
  - c. When creating a pull request, someone else needs to check the work and merge it.
  - d. Create your own branch when working on your feature
  - e. Send daily updates (starting week 6)
    - i. Current task
    - ii. Progress report of task
    - iii. What you plan to work on the day
    - iv. Reflection of previous day work
    - v. Blockers
  - f. Notify team members when you require them to do something
9. Our definition of done
  - a. Peer reviewed by at least two other member
  - b. Has inline comments
  - c. Update team through discord
  - d. Code is merged to closest branch via pull request
  - e. Quality Assurance test is passed
10. Responsibilities
  - a. Scrum master
    - i. Setup weekly meetings with team
  - b. Tech lead

- i. Setup git repo with right settings for pull requests, code reviews, etc.
  - ii. Integration help with merging PRs
  - iii. Unit testing for your project
- c. Client liaison
  - i. Setup weekly meetings with client
  - ii. MoM
  - iii. Introduce team during first meeting with client
  - iv. Submit weekly report with clients
- d. QA leader
  - i. Ensuring the acceptance criteria of the user stories
  - ii. Ensuring the validation techniques of the user stories
  - iii. Ensuring that any required documentation is completed