TEAM 2 POLICY

for

CMPT371

Version 1.0 approved

Prepared by Team 2

University of Saskatchewan

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Contents

1 Policy

1.1 Members

Team Roles	
Member	Roles
Amanda	Project Lead
Mesa	Design Lead
Evan	Test Lead
Braunson	Build Master
Kevin	Risk Officer, Development Team, Test Team
Clinton	Test Team
Anurag	Development Team, Test Team
Eileen	Development Team
Camille	Development Team

1.2 Roles and Responsibilities

1.2.1 Project Lead

The project lead will be responsible for organizing meetings, meeting with stakeholders, establishing priority, coordinating between accountable positions, and other administrative work. Generally, the project lead will not directly code. In cases of disagreements the project lead has executive decision making power.

1.2.2 Design Lead

The design lead is in charge of development. Their goal is to complete the priorities set out by the stakeholder, organize the development team to ensure cohesion, and selecting technologies for use in the project. They should also ensure code quality and work closely with the test lead and build master.

1.2.3 Test Lead

The test lead has to ensure there is sufficient test coverage that adequately tests use cases of the stakeholder. They will have oversight over the whole test team and is in charge of test plans.

1.2.4 Build Master

The build master ensures the build pipeline is maintained with a server to deploy as staging and production environments. The pipeline managed by the build master should include automating tests, notifying group members of build issues, and ensuring quality code is checked into the project.

1.2.5 Risk Officer

The risk officer is a rotating, part-time role which evaluates risk continuously during project development. They are responsible for documenting mitigation strategies and proactively taking steps to reduce risks to the project.

1.3 Meetings

Meetings and class room attendance is considered mandatory. If an individual cannot attend a meeting they are to notify the project lead ahead of time and read the meeting minutes after. If more than three meetings are missed in the course of the term that person must talk to Amanda, if any more meetings are missed the team will talk to Dr. Osgood.

Ten minute meetings before class will be used as an informal stand up. If a team 2 member cannot attend they are to post on slack what they have done since last time and what they plan to do for next time.

1.4 Git

The project follows the Git Flow paradigms. The only modification is we do not strictly use release branches, releases are tagged in master when a milestone is reached.

For more information on how Git Flow works, see here.

All features must be reviewed via a pull request by at least two people and the build must pass before it can be merged to the staging environment. Every pull request should be associated with an issue that has already been triaged.

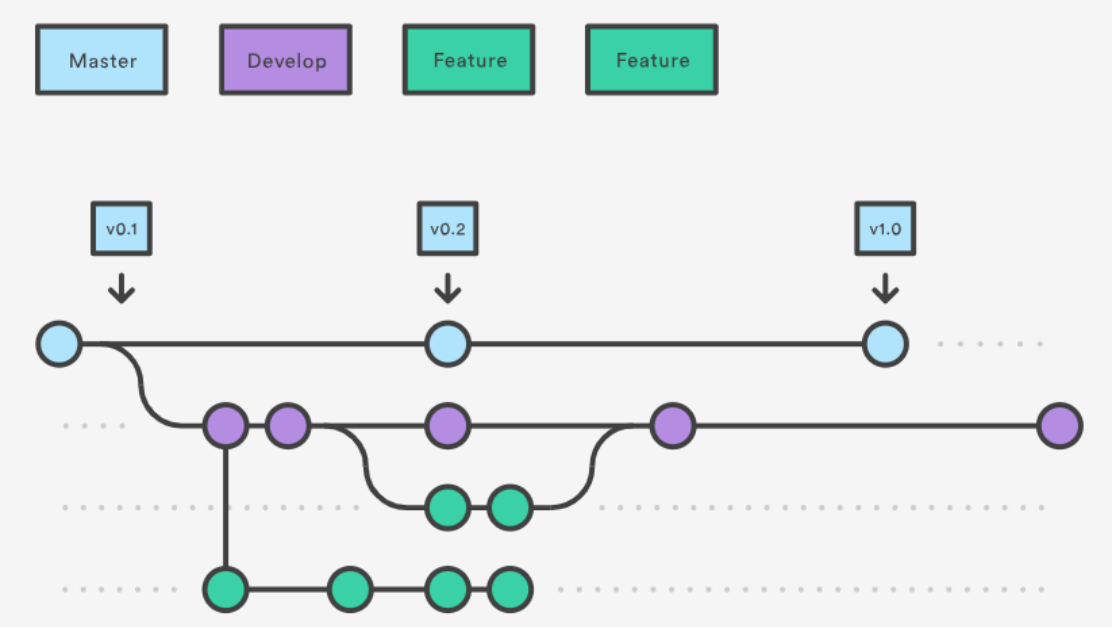

Figure 1.1: A diagram of Git Flow.

1.5 Builds

No member should knowingly push broken code to the repository. All members should locally test the quality of their code before pushing to the repository.

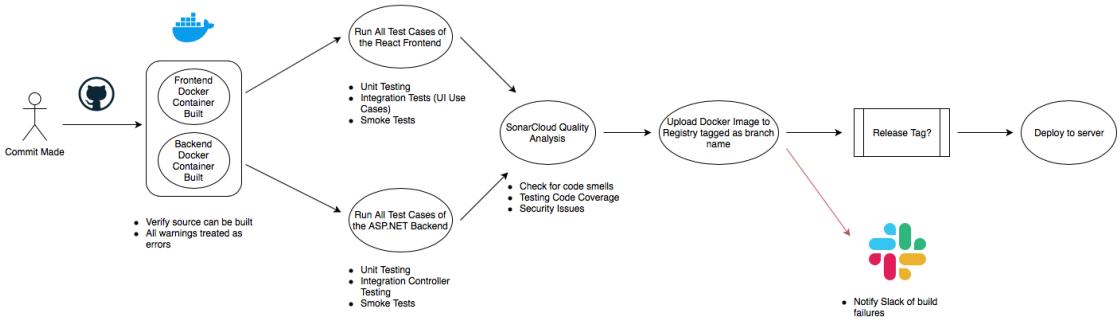

Figure 1.2: A diagram of the build pipeline.

Some of the steps are subject to change as the project evolves. Users who break the build are responsible for resolving the issue before it is merged into the staging environment.

1.6 Prototypes

Prototypes should be placed in the prototypes directory with a README file that details the objective of the prototype and the outcome. The outcome will serve as a "lessons learned" for use in the project.