Communications plan + protocols

Intra-Team Communications Protocol

- Team-only meetings are held every Friday, 11am-12pm. (Potential for members to arrive a bit earlier if more to discuss)
    - Follow the general 'Base Meeting Protocols' confluence page with the below modifications:
    - ALL Members are expected to attend whenever possible
    - Members unable to attend in person will be invited to a Zoom chat
        - Colton's personal zoom link is : https://unimelb.zoom.us/j/4811848829
        - Haobeis link is : https://us04web.zoom.us/j/881546537?pwd=N3BVSUhUSTNYTlF6d1BRaE9mZFkxQT09
        - Ash's personal zoom link is: https://zoom.us/j/9951406326

- Daily Slack Stand-ups once we start sprint 0 (week 7)
- Sprint Planning (from sprint 0)
    - Figure out the tasks to be done from the sprint backlog (Product owner Yue Hu)
    - Create tests for each user story according to the testing plan (created by QA Haobei Ma)
        - (Note: Tests are added to the backlog with the user stories chosen by the Product Owner)
    - Estimate story points for each backlog item (user story + test)

- Sprint Retrospective (from sprint 0)
    - Entire team is expected to participate
    - Members will give feedback on how the sprint went overall
    - Discuss issues that need to be fixed for next sprint
    - Constructive Negative feedback: Understand what didn't work well in the sprint and how we can fix it for next sprint
    - Reinforcing Positive feedback: Understand what we did well in last sprint, and discuss methods to ensure we continute to do these things
    - Adjust story points per sprint/burn rate and consider how well we estimated our story points

- Outside of meetings, the primary method of communication will be Slack.
    - A Slack chat called 'i-Decide' has been created for this purpose
    - Members are expected to respond to Slack messages in a timely fashion (<24 hours)

Team + Supervisor

- Supervisor meeting with Doc on Tuesdays at 10am-11am (ZOOM https://unimelb.zoom.us/j/9754248649)
    - Follow the general 'Base Meeting Protocols' confluence page with the below modifications:
    - Entire team expected to be present
    - Meeting template: Meeting Agenda Template
    - Agenda should be made before the meeting
    - During the meeting, the 'actionable items' from the previous week's meeting will be reviewed in the 'Business Arising' table, members are expected to have completed their tasks prior to the meeting, and to have completed work over the last week. Any member who did not include themselves in any Action Items in the previous week will need to have a discussion with Doc.
    - The 'Other Business' is for any discussion which was not included in the agenda (ideally minimal)
    - Finally, there is a table for Action Items, where group members will be assigned high level tasks to perform in the coming week (next week's business arising). Some items may be allocated during meeting, but if a member is not allocated a task / their task is not a reasonable amount of work for the week, then the team members are all responsible for conversing with the team and choosing some work items for themselves..

Team + Client/Interviewee

- Meetings with Client:
    - Follow the general 'Base Meeting Protocols' confluence page with the below modifications:
    - Client Liason + Product Owner + Quality Assurance should be present at minimum
    - Interview-Style meetings: use the 'Interview Strategies' page to prepare
    - Record the interview and upload afterwards
    - Send followup summary + thankyou email
    - Review recording to ensure minutes are up to date

- Sprint Review (post sprint 0)
    - All team members expected to participate
    - To showcase the work completed by the team (working software)
    - Gather feedback from the client, what they liked + disliked
    - Gather extra requirements form client if they suggest new features
    - Thank the client for their time