

Scrum Tools Team Agreements

Logistics

- Work room: BE 302, BE 152
- Meeting times:
 - Monday: TA meeting 1:15-2pm
 - Wednesday: Scrum meeting 1:15pm
 - Friday: Sponsor Meeting 1:15-2:15pm
 - Saturday: Scrum meeting 1:15pm
- Repository
 - [Github](#)
 - Main branch should always be a working product
 - Make new branches as needed for new tasks, then make pull requests to merge into main
 - Notify everyone if we change packages
 - Do not push node_modules into repo
- Communication channels
 - Discord for general communication
 - Github for specific discussions about pull requests
 - Github discussions for communicating ideas with the sponsors
 - Email for sponsors

Development Environment

- VS Code
- Windows/Mac
- Postgres Database, download for your OS

Coding style/standards

- Refer to style guide

Work patterns

- 1 Story Point = As a user I want to set estimates for story points in fibonacci numbers so that we do not spend too much time bickering over small differences.
- Ideal hours = Number of ideal hours it would take you to finish a task if you were working under ideal conditions
- Definition of Done
 - Task is done when:
 - Code pushed into repo
 - PR was made and all requested team members have reviewed and accepted it (minimum 1)
 - Pull request was accepted into main branch
 - Documentation describing basic functionality (not too in depth)
 - Code compiles and runs without errors
 - Contains unit tests for the task
 - Passes all unit tests
 - General user story acceptance criteria:
 - All tasks are done

- All tests pass
- All acceptance criteria are met
- Sponsor approved it
- Team collaboration
 - Pair programming if a team member feels unfamiliar with something and wants to work together
 - Clear communication between team members who do different tasks in a user story
- Collaboration with experts
 - Email the sponsors for their opinions on designs
- Areas of responsibility
 - We call any task that involves design or work in the frontend directory a frontend task
 - Some team members will specialize in this so they can learn in more detail and work faster
 - We call any task that involves designing database calls or computations for functionality in the backend directory a backend task
 - Other team members will specialize in this so they can learn in more detail and work faster
- Work hand-off/integration
 - If working on someone else's work, ask for clarification as needed to save time
 - Refer to scrum board before picking up new task
 - Keep the scrum board updated when picking up new task

Product Design Patterns

- Ask sponsor for style, but try to keep it consistent with the existing app
- Keep frontend/ui in the frontend directory and make API calls to backend for anything more complex

Other Agreements

- Try to always include at least 1 piece of positive feedback when reviewing one another's work

Team Working **Agreements**



■ Logistics

- Work room
- Meeting times
- Project repository
 - Location
 - Organization
- Communication channels

■ Development environment

- Platform
 - Virtual machines
- IDE
- Other tools

■ Coding style/standards

■ Work (Process) Patterns

- Definition(s) of Done
- Team collaboration
- Collaboration with experts (SME: subject matter experts)
- Areas of responsibility
- Work hand-off/integration

■ Product Design Patterns

- UX/UI look and feel
- Product architecture
- Common approach to common problems
- Error handling
- ...

What working **agreements** does your team find useful?