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](https://github.com/adhocmaster/ScrumMate)
  + 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

