

Working Agreement

DAILY STAND UP

TIME

- We will hold stand ups on:
 - Monday 12:00 – 12:30 pm
 - Wednesday 11:00 – 11:30 am
 - Friday 2:00 – 2:30 pm
- If we're unable to meet due to extenuating circumstances, we may use Discord voice chat to substitute.
- On off days (Tues, Thurs), if necessary, we will host Discord stand ups at some time before 12.

LOCATION

- We will be holding the meetings at:
 - IC 4th floor on Monday and Wednesday
 - Outside of the computer lab on Friday
- We may change the location to math and stats room if needed, changes will be announced on Discord
- If group members cannot make it, Discord voice call will be used as a replacement

COMMUNICATION

METHOD

- We will use Discord as our primary chat application for organization and general quick questions
- We would prefer to meet in person for planning, code review, etc.
- Discord voice calls would be used for virtual meetings
- There are two chats on the discord server, #on-topic and #off-topic

DISCORD RULES

- Users must stay on topic, in #on-topic.
- Any member can react with a X emoji to signify off topic messages.
 - More than 2 X emoji => removal of message
 - More than 3 removals => user put in slow mode to prevent continued distraction

RESPONSE TIME

- Within 10am - 10pm, group member(s) must:
 - Respond to a non-pinged question in less than 3 hours
 - Respond to a pinged (ie. Message contains @username) question in less than 2 hours
- If a user notifies the group ahead of time, with justification, they may be relieved of response responsibility temporarily

VOTING

- Everyone must agree on a choice, every 3 minutes of discussion result in a vote, after 3 votes, the most popular choice gets chosen.

SPEAKING ORDER

- If at least 2 people want to enact a 1-person-only speaking policy, we will use a held object to signify who speaks
- We return to normal speaking if more than 2 people want to return to normal conversation

BRANCHING, SVN ETIQUETTE, WORK POLICY, AND SUBMISSIONS

BRANCHING

- We will use a Feature-Main structure
- A new feature branch will be created for each deadline

- Commits of unfinished code are allowed on the feature branch, but NEVER on the main branch
- Commit often to feature branch, the exact frequency depends on the complexity of code
- Main branch commits require code to be fully tested and discussed during stand ups

COMMITTS

- Specify changes in detail, be it methods, tests, or new files.
- Message format:
 - [Name]: [state of code, i.e. working or not] [file name]
[description of changes]

CONFLICTS

- Never use mf or mc unless specifically agreed upon by everyone in the group.
 - @everyone on Discord is permitted in this case.
- Always postpone conflicts and discuss it over either during stand ups or over Discord.

WORK POLICY

- One day before the deadline (24hrs), feature should be merged to main.
- Two days before the deadline, begin considering and resolving potential merge conflicts.
- Four days before deadline, if not done during development time, perform unit testing and integration testing on feature branch. This will be done by the whole team, with work split evenly amongst members.
 - Creating unit tests during development is heavily encouraged.
- You must Javadoc all methods and use check style at all stages of development.
- Completing these stages earlier than specified is encouraged.
- Inability to finish code on time must be reported during stand ups.

PRE-SUBMISSION REVIEW

- Scrum master (Alex) will validate that all requirements are met 12h before deadline

COURSE DROP POLICY

- If a group member drops the course, we will split the workload amongst the members as equally as possible, depending on the current workload of each member, during our stand ups.

AMENDMENTS

- To make amendments to the agreement, 3 group members (or more) must agree on the change.