



Real-time bridge monitoring Team policy - Communication

Version 1.2

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Team policy - Communication	Date: 2013-11-11

Revision History

Date	Version	Description	Author
2013-10-24	1.0	Initial Draft	Marko Brcic
2013-10-28	1.1	Communication, Calendar, Meetings, Brainstorming, Tasks	Marko Brcic
2013-11-11	1.2	Tasks labels and milestones, corrected the meetings section	Marko Brcic

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1. Introduction

1.1 Purpose of this document

The purpose of this document is to define the team policy for communication and information exchange between team members

1.2 Document organization

The document is organized as follows:

- Section 1, *Introduction*, describes contents of this guide, used documentation, intended audience, scope of the document and definitions and acronyms.
- Section 2, *Communication*, describes the communication tools and according accounts for each team member
- Section 3, *Calendar*, describes the calendars used and the way they are used
- Section 4, *Meetings*, describes policies for the meetings
- Section 5, *Brainstorming*, describes the tool used for brainstorming
- Section 6, *Tasks*, describes where and in what way the tasks should be written down and assigned to team members
- Section 7, *Bug reporting*, describes the rules for reporting bugs

1.3 Intended Audience

The intended audience are team members.

- Andrea Bottoli
- Dzana Kujan
- Lorenzo Pagliari
- Nikola Radisavljevic
- Jörn Tillmanns
- Fífo Miraldi
- Marko Brcic
- Ghazal Shojaei
- Elisabetta di Nitto

1.4 Scope

This document addresses the rules and guidelines that team members should obey while participating on the project. In this documents there are only rules regarding the communication between team members and information exchange between them. There is nothing defined regarding the communication towards customer or any other stakeholder.

1.5 Definitions and acronyms

1.5.1 Definitions

Keyword	Definitions

1.5.2 Acronyms and abbreviations

Acronym or	Definitions
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abbreviation	

1.6 References

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2. Communication

Member	Email Communication	Hangouts (voice + video)	Skype (chat)
Andrea Bottoli	andrea.bottoli@mail.polimi.it	andrea.bottoli15@gmail.com	a_bottoli
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Table 1. Communication accounts for collaboration

3. Calendars

- Official team calendar where all the meetings and internal deadlines should be written
<https://www.google.com/calendar/ical/urfdcqcic8i4kqme4kq7qubs0%40group.calendar.google.com/private-ecc65db365b24a2ccb5db8af28d81330/basic.ics>
- Official calendar from the course where all the major deadlines for the project are written
<https://www.google.com/calendar/ical/c3r8el57h0i47mo2ti7b5g4c4k%40group.calendar.google.com/public/basic.ics>

4. Meetings

- Weekly meetings and other needed meetings scheduled based on the Doodle pools results
- Chatting communication performed on Skype
- Voice and video communication performed on Hangouts
- Weekly meetings scheduled on Monday and Tuesday 07:00 PM (GMT + 1:00)
- The meeting agenda and topics should be proposed and written down before each meeting
- Project leader will lead each meeting, if he is unavailable then vice project leader, or team leader after will lead the meeting

5. Brainstorming

- We picked a Google spreadsheet as our way of brainstorming and writing proposals and other thing we need to agree upon. Spreadsheet is available only to the people which have access rights for it.
<https://docs.google.com/spreadsheet/cc?key=0Av4gfXKOIRzodElnUF95Wm1kV3ZiQ1ISd09kTloxaGc&usp=sharing#gid=0>

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6. Tasks

We started writing tasks to Google spreadsheet but we agreed that we will transfer all the data to Github, so from now on all the tasks need to be defined in Github and they can easily be viewed also with plug-in available for Eclipse.

Label	Description
administration	Administration of database or virtual machine
database	Database modeling
documentation	Documentation writing or updating
implementation	Implementation of web application in java
organization	Organization of the project
other	Other things not mentioned in other labels
bugs	Bugs in the system that need to be corrected
testing	Testing the web application project in Java

Table 2. Labels for tasks on Github

Milestone	Date
Project Vision and Project Plan	17.11.2013
Requirements Gathering	17.11.2013
Design	17.11.2013
Alpha Prototype	18.11.2013
2. Status Report	28.11.2013
Beta Prototype	05.12.2013
Final Presentation	19.12.2013
	09.01.2013

Table 3. Labels for tasks on Github

7. Bug reporting

When bug is encountered one should first try to resolve it. If after a short period of time, one doesn't succeed, bug reporting should be carried out correctly:

1. The task should be made as Github issue
2. The task should be assigned with label "bug"
3. If one knows which team member was responsible for developing the part of code that produced the bug, he should assign that team member to that issue.

Team members should periodically look at the list of tasks that are bugs and are not assigned to anybody to try to recognize that the bug was supposed to be assigned to them. If they find such a task, they should do the following:

1. Assign the task to themselves
2. Try to solve the bug
3. If they don't succeed to solve the bug in a short period of time, they should ask for help from the other team members

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