# Communication

## Tools

Microsoft Teams

Jira

## Rules

If you are mentioned in a notification, respond within 24 hours.

Make sure everyone knows what your task is to prevent conflicting changes.

If you have an issue implementing a feature, or run into a conflict with another feature, communicate the issue with the group so it can be resolved.

# Development

## Rules

If you don’t think you can meet a milestone, give 2 days notice.

Aim to have milestones met a full day before its deadline so the.

# Documentation

## Tools

Markdown

Microsoft Word

Jira

## Rules

Document all Code Smell you see and the relevant refactoring in a markdown file called LastName-code-smells.md. You’ll need at least 10 smells and 5 refactorings.

Use Jira to record any feature-specific milestones/deadlines you set that aren’t a part of the collective timeline.

Use Jira to document your progress and any changes made to the deadline/milestone timeline for your feature.

Only change requirements\_CURRENT.docx in commits to main. On individual branches, update your individual document (be sure to record any changes). Only update the team document in the merge to main.

# Design

## Tool

StarUML to generate UML diagrams

# Programming

## Tools

Visual Studio Code

Pygame, Python 3.7+ virtualenv

## Rules

Make a venv for this project, install pygame and pytest in this venv.

If using Pycharm, ensure the project file is set up connected to this venv

If using Visual Studio Code, set your Python Interpreter to this venv each time you need to run your code.

# Testing

## Tool

pytest

## Rules

* Create your tests as soon as possible.
  + Latest should be once your prototype is functional and before heavy refactoring.
  + Adjust your tests as needed.
* Always run your tests before pushing to the repository.
* Store your tests in a .py file named { tested module }-tests.py