Team Agreements

Logistics

- Work room
    - Discord calls or Science & Engineering 3rd Floor
- Meeting times
    - Standups: M - 12:00-2pm, W - 12:00-2pm, F - 9:30am - 10:30am
- Project repository
    - https://github.com/ashtonliu88/SummarAIzer-Project
    - Repository Logistics
        - Branch names related to feature being worked on and teammate's name
        - Pull request should be made after task is implemented which will be reviewed by another team member
- Communication channels
    - Discord

Platform

- Virtual machines
    - Docker
- IDE
    - VSCode
- Other tools
    - Github

Coding style/standards

- Snake_Case variable names
- Comments for every function about its functionality

Work (Process) Patterns

- Definition(s) of Done
    - Defined below
- Team collaboration
    - Standups 3 times a week
    - Occasional work sessions
    - Communication through discord to facilitate communication and collaborative troubleshooting
- UX/UI look and feel
    - Based on wireframe
- Product architecture
    - Worked on backend, then added frontend component, lastly connected them
- Common approach to common problems
    - Asking team members for assistance
    - Referring to library documents

- Referencing ChatGPT for troubleshooting supports
- Error handling
    - Console logs and print statements to debug

Team Roles & Responsibilities

- Product Owner
    - Setup the Jira board for each sprint and assign tasks to each team member
    - Validates each pull request alongside the other team member who also checks
    - Rearrange top priority tasks based on any setbacks or changes
- SCRUM Master
    - Facilitate standups by asking each person their progress and struggles
    - Help people with any setbacks that they might be facing
    - Move tasks accordingly done on Jira based on it being in progress or done
- Developer
    - For the user stories, allocate the story points and estimated time
    - Pick up tasks and assign yourself when done with a task
    - Review pull requests and see if there are merge conflicts with your own code
    - Implement tasks
- Everyone works on the required documents together in the standup (i.e sprint plans and sprint reports)
- If missing a standup, make sure to get caught up with what you missed

Definition of Done (Tasks)

- Development environment
- Code checked into repository (Github)
- Code reviewed for standards compliance
- Code reviewed by team member or Walk-through performed
- External/Public API documented
- Non-functional tests (e.g. usability, performance) passed

Definition of Done (User Stories)

- All tasks for user story are done
- Tests performed and passed for all acceptance criteria
- User documentation/help functions complete
- Inspected and accepted by Product Owner