## 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

* Comments for every function about its functionality
* Class names are camel case
* Functions and variables use snake case
* Use environment variables for sensitive values
* Module level constants for reusable values
* Each method is allocated to doing only one task
* Implement error handling for all methods
* Use pathlib.Path over os.Path

### 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