Team processes and operational procedures

Finished project files will be saved in the highly respected repository Github, allowing for group viewing and task reviews from team developers. Github will be regularly updated with the newest version of our working software as well as the individual tasks submitted by group members. Tasks that have already been completed will be available for reference, future tasks also be available to view for developers to gain an understanding of. These tasks will be equally distributed between developers to minimise differences in workloads and improve efficiency.

Timeboxing will be used to ensure work is completed in time for deadlines and is not rushed to a poor standard. Regular meetings will be held at the end of each timebox where developers will discuss how they have done in each task and if there are any problems or changes that need to be implemented. When working on a task, developers must follow the design specification, if changes are required for ease of implementation or because of time restraints all group members must be made aware of these changes and a discussion should take place before they are implemented. If group members have questions between timeboxes they should make use of our group chat through WhatsApp or use the Github repository to ask them.

As well as the main Github repository, we will maintain another repository on the same site for source code waiting to be tested by developers. This process comes directly after the task being completed by the developer. After being approved it can be moved to the main repository.

If a task requires a significant amount of time but is difficult to break into smaller chunks for each developer to work on, the task may be assigned to more than one member if the extra member has either finished or nearly completed their own task.