# **Team and Tools**

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## AMOS B01

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## **Agenda**

### 1. Team formation

- a. Student roles
- b. Team contract
- c. Team logo and T-shirt

### 2. Project tools

- a. Planning document
- b. Feature board
- c. Code repository
- d. Imp-squared backlog

### 3. Team coordination

- a. Stand-up emails
- b. Happiness index

1. Student Roles

## The AMOS Scrum Team [1]



### **Scrum Roles**

### **Product owner**

Holds overall responsibility that the software is valuable (to customers)

### Software developer

Holds overall responsibility for design and implementation of the software

### **Scrum Master**

Holds overall responsibility for continuous process improvement

### **Additional Roles**

### Release manager

Holds overall responsibility that a demo is ready for review

## There is no Scrum Project Manager

Scrum teams are self-organizing

2. Team Contract

### **Team Contract**

### A team contract is

A contract between team members on how to conduct the project

Its main components are

- Goals and rewards
- Norms and sanctions

### **Goals and Rewards**

Goals are what the team hopes to achieve; there are several categories:

- Learning objectives, for example,
  - To ensure that all team members understand the course material
- Interpersonal relationship objectives, for example,
  - To foster an atmosphere of mutual respect and learning
- Functional objectives, for example,
  - To have efficient team meetings

Rewards are how you celebrate intermediate or final achievements

Let's have cake!

### **Norms and Sanctions**

Norms are rules for expected behavior; there are several categories:

- Meeting norms, for example,
  - o Is being late to a team meeting acceptable?
- Working norms, for example,
  - O How will we make decisions?
- Coordination norms, for example,
  - Who keeps meetings on track?
- Communication norms, for example,
  - How to communicate outside of team meetings?

Sanctions are what to do if norms are violated

Sing a song to the team or do ten push-ups

### **One-Time Deliverable: Team Contract**

Please discuss and agree on a team contract (in planning document)

Try to finish this during the first team meeting

3. Team Logo and T-shirt

## Team Logo

A team logo is just that, a logo that

Represents your team and project

The logo will be used in different places

- On your team T-shirt
- In the GitHub documentation
- In your final demo and report
- Wherever you see fit



## **Team Logo Design**

Get started with collaboratively design the team logo during the team meeting

Continue on your self-chosen communication channels

Final execution (graphics) may be delegated to one person

### **Team T-shirt**

Create a team T-shirt design using your logo

You can add your logo and one text

Submit your team T-shirt preferences

Color, size, form



## One-Time Deliverable: Team Logo / Team T-Shirt

Please create the team logo and T-shirt design and submit your preferences

4. Planning Document

## **The Planning Document**

The planning document serves to

- Document basic project information
- Collect all materials that don't go easily into the repository
- Coordinate work on this less frequent information

See also the Flowers example planning document

## **Table of Contents**

#	Artifact name (tab in spreadsheet)	Artifact purpose
1	Project data	Provides basic project data
2	Project team	Shows project team
3	Role assignments	Tracks role assignment
4	Team contract	Shows team contract
5	Product goal	Provides product vision and project mission
6	Product glossary	Provides domain terminology of project
7	Mid-project release tracking	Tracks mid-project release sprints
8	Final project release tracking	Plans and tracks final project release sprints
9	Definition of done	Provides decision criteria for "done"
10	Documentation	Provide links to documentation of product
11	Bill of materials	Lists all third-party components
12	Planning poker	Provides simple tool for planning poker

## 1. Project Data

Please fill in the data as needed and as you see fit

Please do not protect the online team meeting

## 2. Project Team

Please provide your name and GitHub id

Please use only one GitHub id during the semester

## 3. Role Assignments

Please fill in the roles people play in a given week (sprint)

Please finish this during the first team meeting

### 4. GitHub IDs

Almost all work takes place in the project's GitHub repository

Please create and provide your GitHub id as soon as possible

## **Project Deliverables**

Please provide all deliverables (homework) in the

• **Deliverables** folder of the project's GitHub code repository

Details can be found in the homework instructions

## Regular Deliverable: Planning Document

Please initialize your planning document and keep it up-to-date

## Terms (The GitHub Terminology Mess)

Scrum	AMOS	GitHub	Other
Project	Project	Repository	_
Backlogs [1]	Backlogs	Project [2]	-
Kanban board [3]	Feature board	Project	_
Backlog item [4]	Backlog item	Item, also issue [5]	Work item, ticket
_	Code repository	Code	_

- [1] Backlogs can be of different types: Product backlog, sprint backlog
- [2] The columns of a GitHub project represent the different backlogs + states of work
- [3] Scrum proper does not know kanban boards, but agile in general acknowledges them
- [4] Backlog items can be of different types: Feature [6], refactoring, bug fix
- [5] Terms vary throughout the GitHub user interface
- [6] Features should be presented using the user story format

**27** 

5. Feature Board

## **Feature Board (GitHub Project)**

A feature board is a slotting system used to

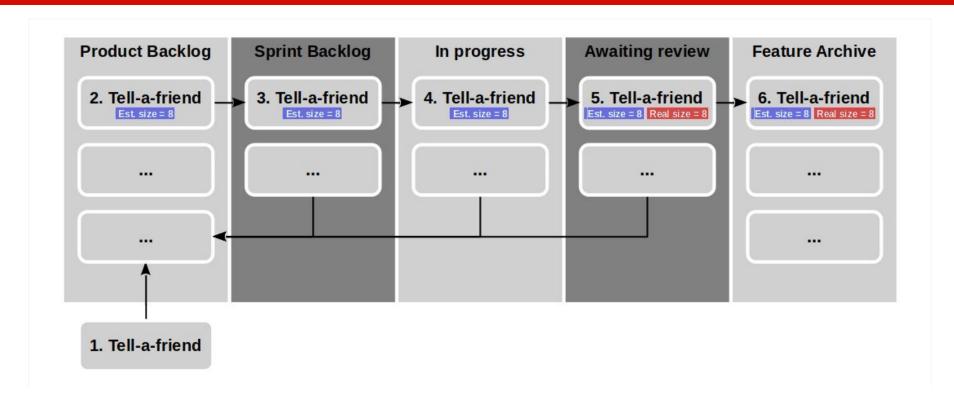
Manage the processing state of backlog items

Types of slots (work process states, represented by columns)

- Product backlog (needs doing)
- Sprint backlog (ready to be done)
- In progress (being worked on)
- Awaiting review (needs sign-off)
- Feature archive (finished and archived)

Please do not change the feature board's setup

## **Example Feature Board and Backlog Items**



14 Product backlog	+ …	1 Sprint backlog	+ …	2 In progress	+	1 Awaiting review +	 8 Feature archive	+
① Show next photo #107 opened by dirkriehle Est Size = 8		① Delete photo #121 opened by dirkriehle  Est Size = 5	•••	① Select photo #119 opened by dirkriehle  Est Size = 5		Browse photo portfolio #109 opened by dirkriehle  Est Size = 8 Real Size = 8	① Upload photo #118 opened by dirkriehle Est Size = 8 Real Size = 8	
① Rate photo and proceed #106 opened by dirkriehle Est Size = 8				① Change photo data #120 opened by dirkriehle Est Size = 3	•••		① Change password #117 opened by dirkriehle  Est Size = 3 Real Size = 5	•••
① Show or hide photo caption #108 opened by dirkriehle Est Size = 8							① Change basic profile #116 opened by dirkriehle Est Size = 5 Real Size = 5	
① Create default admin #110 opened by dirkriehle Est Size = 5	]						① Prompt basic profile #115 opened by dirkriehle Est Size = 5 Real Size = 5	
① Startup and shutdown scripts #122 opened by dirkriehle Est Size = 3	]						① Reset password #114 opened by dirkriehle Est Size = 5 Real Size = 5	•••
① Reboot and shtudown UI #123 opened by dirkriehle Est Size = 5							① Logout #113 opened by dirkriehle  Est Size = 3 Real Size = 3	
① Cold backup and restore #128 opened by dirkriehle Est Size = 8							① Login #112 opened by dirkriehle Est Size = 5 Real Size = 5	
① Flag photo #124 opened by dirkriehle Est Size = 8							① Register #111 opened by dirkriehle Est Size = 8 Real Size = 8	
① View flagged photo queue #125 opened by dirkriehle Est Size = 8								-1
Review flagged photo #126 opened by dirkriehle  Est Size = 5								
① Track repeat offender #127 opened by dirkriehle								

## Backlog Items (Also: Issue, Work Item, Ticket)

### A backlog item is an

Ideally semantically closed task that needs doing

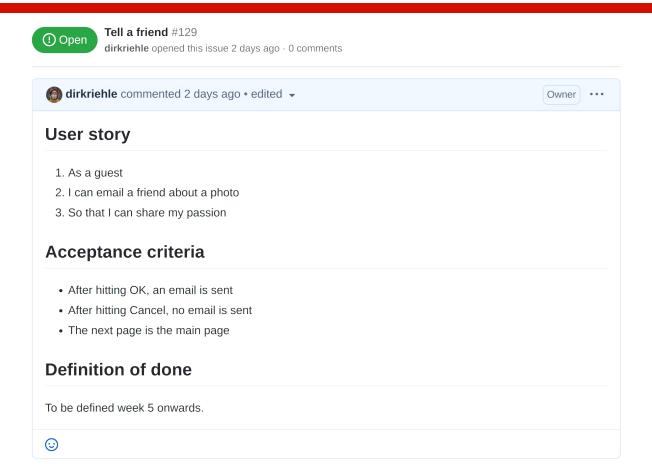
### Types of backlog items

- Features (functional and non-functional user requirements)
- Refactorings (behavior-preserving code improvements)
- Bugs fixes (fixes to malfunctioning code)

### We use GitHub issues to represent backlog items

- Either by directly entering them into the GitHub project (the feature board)
- Or by entering them as an issue, also assigning them to the feature board

## **Example Issue Using User Story Format**



### **Issue Templates**

### Please create a template for feature requests

- The template should contain fields for
  - Short name (already preset as title field)
  - Short description (using user story)
  - Acceptance criteria (to test for fulfillment)
  - Definition of done (from sprint 5 on)
- Create labels for features sizes
  - Est. size = X for estimated sizes
    - Set during sprint planning
  - Real size = Y for actual size
    - Set during sprint review
  - Use escalating colors

Issue: Feature Request / Suggest new feature (using user story) User story 1. As a {}. 2. I want / need {} 3. So that {} Acceptance criteria Criterion 1 Criterion 2 **Definition of done** · Added after week 5 · Always the same Optional additional items Issue default title: Assignees: Labels:

Feel free to add other templates

## Regular Deliverable: Feature Board

Please initialize your feature board and keep it up-to-date

For the initial content, meet with your industry partner asap

Commit a screenshot of your feature board

6. Code Repository

### **Git User Setup**

Please use only one account and one email address and stick to it

Please configure your name and email address for your local repository

Please make sure this is the same information as on github.com

```
dirk@host$ git config -local user.name "Dirk Riehle"
dirk@host$ git config -local user.email "dirk@riehle.org"
```

## **Git Commit Sign-off**

Please sign-off on your commits as your work using -signoff

This will add your name and email address to the commit message

```
dirk@host$ git commit -m "Fixed issue #123" --signoff
```

## **Pair Programming**

If you are pair programming, please make sure you document this in your commits

Add "Co-authored-by:" to commit message and using the correct email address

Please double-check the syntax (otherwise co-authorship will not be recognized)

```
dirk@host$ git commit -a -m "Fixed problem
> Co-authored-by: Stefan Buchner <<u>stefan.buchner@fau.de</u>>
> Co-authored-by: Dirk Riehle <<u>dirk@riehle.org</u>>"
```

### Each co-authored-by needs to be on its own line to be recognized

Please find more information on GitHub

### The AMOS Project Licenses

For source code, we use the MIT license

See <a href="https://opensource.org/licenses/MIT">https://opensource.org/licenses/MIT</a>

For other data, we use the CC BY 4.0 license

See <a href="https://creativecommons.org/licenses/by/4.0/">https://creativecommons.org/licenses/by/4.0/</a>

## **License and Copyright Declaration in Files**

Please use the REUSE SOFTWARE [1] format to declare license and copyright

```
// SPDX-License-Identifier: MIT
// SPDX-FileCopyrightText: 2010-2021 Dirk Riehle <dirk@riehle.org>
// SPDX-FileCopyrightText: 2019 Georg Schwarz <georg.schwarz@fau.de>
```

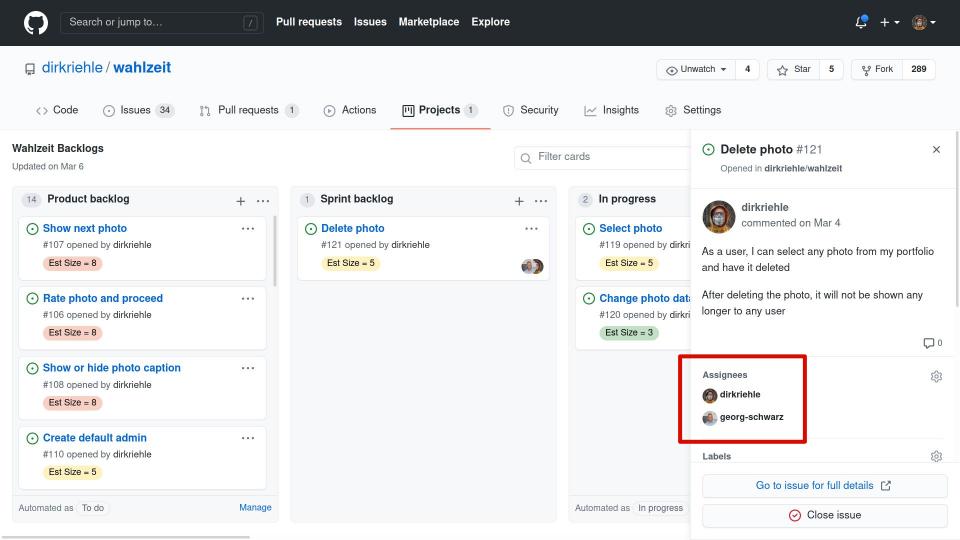
### **Open Source Governance**

Do not add copyleft-licensed libraries to your project

Follow these rules of thumb on license choice

- OK: Permissive licenses (MIT, BSD, Apache)
- May be OK: Weakly protective (a.k.a. "weak copyleft")
- Usually not OK: Strongly protective (a.k.a. "reciprocal" or "copyleft")
- Never OK: Non-software licenses, no license

Professionals (i.e. companies) use code scanners to check



7. Imp-Squared Backlog

# Imp-Squared (Impediments and Improvements) Backlog

The imp-squared backlog is a slotting system used to

Manage the processing state of project impediments and improvements

Impediments are non-technical problems that are

Holding the team and project back

Improvements are non-technical desires to

Improve team performance



# Regular Deliverable: Imp-Squared Backlog

Please initialize your imp-squared backlog and keep it up-to-date

Commit a screenshot of your imp-squared backlog

7. Stand-up Emails

### **Stand-up Emails**

Stand-up emails are a communication mechanism that serves to

Ensure regular updates about each other's work state / progress

When writing a stand-up email, please consider these three topics

- 1. What did you get done since you last sent a stand-up email?
- 2. What are your next steps / plans of work to do?
- 3. What challenges are you facing?

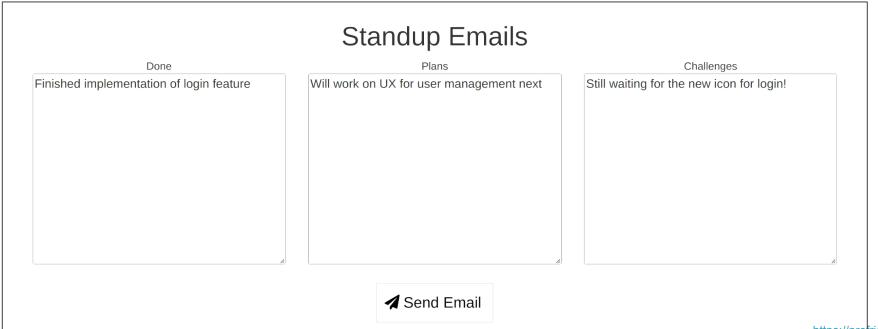
Separate from the stand-up emails, feel free to

Have your own communication channels

### Regular Deliverable: Stand-up Emails

Please send stand-up emails using the tool <a href="https://happy-amos.appspot.com/">https://happy-amos.appspot.com/</a>

At least twice in total, on different days of the week

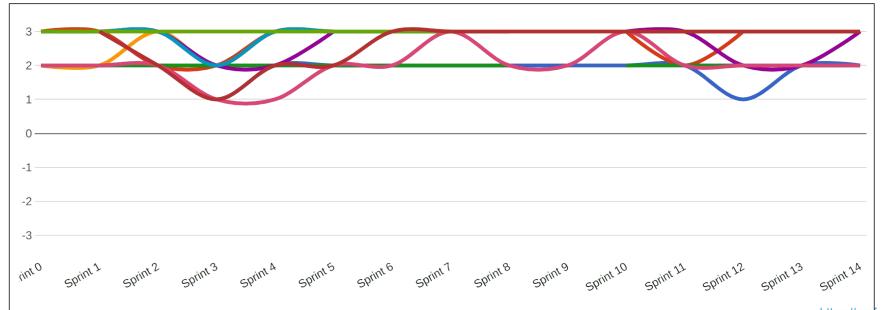


8. Happiness Index

# Happiness Index (Originally: Emotions Seismograph)

The happiness index shows your team's happiness over time

The resulting picture indicates potential problems early on



## Regular Deliverable: Happiness Index

Please indicate your happiness using the tool <a href="https://happy-amos.appspot.com/">https://happy-amos.appspot.com/</a>

Every team meeting, including the first and last one, until end of day

Your contributions (your happiness) remains anonymous

## **Summary**

### 1. Team formation

- a. Student roles
- b. Team contract
- c. Team logo and T-shirt

### 2. Project tools

- a. Planning document
- b. Feature board
- c. Code repository
- d. Impediments backlog

### Team coordination

- a. Stand-up emails
- b. Happiness index

# Thank you! Any questions?

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