

Project: [Job Tracker](#)

Team Members: Nirav Sheth, Matthew Lam, Samuel Ellison

Assignment: Team Standard

<u>Rule</u>	<u>Description</u>
1. Project Goals	<ul style="list-style-type: none">• Develop a robust job tracking application that would allow users to track upwards of 100 jobs while providing information about their skills and how they relate to the jobs they're seeking• Learn to use Cloud Services to host and power the application, database, and authentication
2. Communication	<ul style="list-style-type: none">• Minimum one synchronous meeting a week on Discord<ul style="list-style-type: none">◦ Preference for Tuesday/Wednesday nights• Team messaging (asynchronous) on Discord, respond within 24 hours• Set up additional meetings as needed for each week
3. Meeting Logistics and Preparation	<ul style="list-style-type: none">• Project Manager - Matthew Lam<ul style="list-style-type: none">◦ Ensure timeliness of deliverables◦ Take notes on meetings and next steps for each week• Architect - Samuel Ellison<ul style="list-style-type: none">◦ Establish tech design and make the final call on tech stack• UI/UX - Nirav Sheth<ul style="list-style-type: none">◦ Create wireframes and has creative lead
4. Types of Meetings	<ul style="list-style-type: none">• Meetings early on in the quarter will surround UI/UX design and tech design• Majority of meetings will be standups for status updates• Code review meetings will be scheduled as needed
5. Project Management Tools	<ul style="list-style-type: none">• Jira for project management
6. Code Repo	<ul style="list-style-type: none">• Github
7. Work Quality	<ul style="list-style-type: none">• Code Reviews from other members on the team• Unit testing to ensure new code doesn't break existing code• Use of linters to ensure similar coding formats
8. Conflict Management	<ul style="list-style-type: none">• Schedule a meeting to discuss the problem at hand to see if there is a compromise• Tie breakers will be done with a majority vote
9. What will the team do if one of you can't work during a week due to some reason? What is the responsibility of the teammate who can't work during that week?	<ul style="list-style-type: none">• To the best of the person's ability, let the team know in advance if they will be unavailable for a given week• Everyone should be able to take on anyone's role in the instance someone isn't able to work a given week• Have proper documentation or notes of the work you were doing and send to the team so they can figure out who will cover that area of work
10. Ways of working	<ul style="list-style-type: none">• Ensure everyone treats one another with utmost respect• All members should be willing to lend a helping hand