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| Working Rules  Revision 0.1 |

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| DOCUMENT CHANGE LOG | | | | | |
| Revision | Description | Author | Date | Approved | Date |
| 0.1 | First create | Tam Tran | Nov, 11th, 2020 |  |  |
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# Introduction

## Overview

This document describes working rules for Artiza\_5G development project. This rule is used for members joined in this project. The rule will be updated and modified occasionally in project process.

# Working Rule

## Email rule

Table ‑ – Working rule for email

|  |  |
| --- | --- |
| Item | Description |
| Mail subject | Start with prefix [Artiza\_5G]  Description of the email subject is consistent with email content.  If email content is changed, email title will be changed appropriately.  If phase is changed, please change prefix accordingly. |
| Language | English |
| Cc list | Email list:   * [minhhoang@cloud9-solutions.com](mailto:minhhoang@cloud9-solutions.com) * [tam.tn@cloud9-solutions.com](mailto:tam.tn@cloud9-solutions.com) * [tuan.pham@mbasevn.com](mailto:tuan.pham@mbasevn.com) * [haguen@mbase.co.jp](mailto:haguen@mbase.co.jp) * [linh@fujigo-soft.com](mailto:linh@fujigo-soft.com) * [trihn@neal-technology.com](mailto:trihn@neal-technology.com) * [hung.ht@mbasevn.com](mailto:hung.ht@mbasevn.com) * [huan.dh@cloud9-solutions.com](mailto:huan.dh@cloud9-solutions.com) * [ken@mcholdings.co.jp](mailto:ken@mcholdings.co.jp) * [phucngo@cloud9-solutions.com](mailto:phucngo@cloud9-solutions.com) * [nh.nth@mbasevn.com](mailto:nh.nth@mbasevn.com) * [hien.tn@mbasevn.com](mailto:hien.tn@mbasevn.com) * [phuc@neal-technology.com](mailto:phuc@neal-technology.com) |
| Format | Use plain text |
| Attachment | Only use for transferring information or file from customer |

## Communication rule

Table ‑ – Working rule for communication

|  |  |  |
| --- | --- | --- |
| Item | Context | Action |
| Requests/questions/confirmation | There is a problem or unclear points. | Must reply email to sender to make sense.   * Describe overview of the current issue (What is issue? What does issue come from?) * Describe detail issue with specific example * In summary, describe what point the sender will check or confirm. E.g. For request/requirement, confirm specific outputs (material, source code).   Get approval from Project manager/leader before changing everything |
| Email feedback | Request | After receiving email for a request,   * If it is urgent request (depend on the current situation or email content which mentioned urgent), receiver must reply less than 4 hours. * If it is normal request, receiver must do following things:   + Provide email to feedback less than 2 working days.   + Provide plan or rough plan when answer questions or review source code/documents * If there is rejection for a suggestion or another idea, must provide reason. |
| Changed schedule | If schedule is changed, contact related persons (Minh Hoang) and inform the reason and new deadline at least one day before. |

## Progress report rule

Table ‑ – Working rule for progress report

|  |  |
| --- | --- |
| Item | Description |
| Archive | Describe detail what archived or finished in that working day |
| Problem/risk | Describe problem or risk if any |

## Folder structure on SVN

Table ‑ – Folder structure on SVN

|  |  |  |
| --- | --- | --- |
| Folder/File name | Path | Description |
| Root folder | https://csvn.cloud9-solutions.com/svn/s107.02 | User & password: as login to C9.  For members outside of C9, the account is provided in private email. |
| ref | ./ref | This folder contains reference for source code and documents related to the project. |
| pm | ./pm | This folder contains project management information. It includes following things:   * estimate * meeting * plan * working\_rule |
| deliverables | ./deliverables | It is major folder for project working. It includes following major sub folders:   * trunk * branches * release |
| trunk | ./deliverables/trunk | This folder contains stable versions. |
| branch | ./deliverables/branches | Team member makes a copy of the trunk in the branches folder, and do your own work in a working copy of the branch you created.  For file naming for a new branch, please refer to Table 2‑5. |
| release | ./deliverables/release | This folder contains release versions. |

## Implementation/bug correction/documenting rule

Self-review record

Create a new branch

SVN trunk (stable)

SVN branch

Plan

Task ticket <T01>

Version done by developer

Self-review record

Source code/Documenting Management System (SVN)

Redmine System

Alpha release ticket

Beta release ticket

SVN trunk/review

Checklist

Figure ‑ Implementation or bug correction or documenting process

Table ‑ – Working rule for creating a new branch

|  |  |
| --- | --- |
| Item | Description |
|  | It is as node on svn which contains source code or documents. |
|  | It is as node or ticket to review source code or documents. |
|  | It is direct transition. |
|  | It is indirect transition. |
|  | It is link for input/output.  E.g. in Figure 2‑1, Checklist and nodes from branch on svn are input of self-review record. Document “Self-review record” is output after reviewing. |
| File naming of a new branch | Task<Task ticket ID>\_<Task description>   * <Task ticket ID>: Task ticket ID from Redmine system. It always includes 4 numbers. If length of this ID is less than 4, please complement zero number to left to have enough 4 numbers. * <Task description>: It describes content of a task with short and enough information. It starts with verb of task, and uppercase at beginning letter of each word.   For example:   * Length of Task tick ID is 99.   Task**00**99\_**D**esign**C**ontrol**S**creen   * Length of Task tick ID is 1234.   Task1234\_**C**reate**P**ath**D**ata |
| First source code or document of a new branch | * At first, source code or document from trunk must be committed on the new branch. It means that first version of the new branch is the same with source code or document of trunk which has been used to branch. * Then, developer can modify source code or document of the new branch. |

Table ‑ – Working rule for documenting rules

|  |  |
| --- | --- |
| Item | Description |
| File naming | [Prefix]\_<module/functional>.<extension> |
| Documentation | Documentation must comply with check list of its own document. |
| Add/Update/Delete content | For process of document modification, C9 does with following steps:   1. Turn on track changes 2. Add/update/delete content of the document 3. Commit the updated document on project svn shared by Project manager/leader   For changed points which Project manager/leader agrees, Project manager/leader will accept track changes. |

## Review rule

SVN trunk/branch (stable)

Plan

Review ticket

Checklist

Source code/Documenting Management System (SVN)

Review System

Input material

(E.g. template, SDS, etc)

Review record

Review Record

Patch file

(For source code)

SVN trunk/review

Figure ‑ Review process at C9 side

Note: Meaning of symbols in the figure is the same in Figure 2‑1.

## Release

SVN branch

Plan

Review ticket

Stable version

Source code/Documenting Management System (SVN)

Redmine System

Bug ticket

Release ticket

SVN trunk

Review records by team

Test case is run on **Test Environment**

(For source code)

Release notes

SVN release

Review System

Checklist for Release

Release version

**Figure 2‑3 Release process**

Note: Meaning of symbols in the figure is the same in Figure 2‑1.

Table ‑ – Working rule for creating a release package

|  |  |
| --- | --- |
| Item | Description |
| File naming of a release | [Prefix]\_<Release description>\_<yyyymmdd>   * <Release description>: Phrase of release description and uppercase at beginning letter of each word. * <yyyymmdd>: release date   For example:  [Prefix]\_**ManualUpdate**\_20190510 |
| Release checking | The release package must be compliant with release checklist document.  Note: Release checklist is added checkpoint:  For source code, it must be successfully compiled and run on Test Environment.  Test Environment is a separate PC from developer’s PC. It is used to check the source code before providing it customer. |
| Release content | * Describe what have done in email content * In release notes are used for source code, describe more details   + What is done in this release?   + Deliverable list   + Environment for deliverable if necessary   + Notes, limitations if any   + List of changed files |
| Release location | The release package is stored in release folder. |

## SVN usage rule

Table ‑ – Working rule for SVN usage

|  |  |  |
| --- | --- | --- |
| Item | Context | Description |
| Upload files | Upload files to svn server | * Just upload documents/files necessary for the project * Upload documents/files to appropriate place * Log meaningful content before committing documents/files |
| Modify or update files available on svn | The files are not only changed by you. | * Update svn to get latest files * Inform to team/Lock the files before modification * Modify the files * Commit the files on svn with meaningful comment |
| The files are only changed by you. | * Modify files * Commit the files on svn with meaningful comment |

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