**CS1D Project 2 - Ground Rules**

* Project Code Collaboration
  + The project will be stored in a Git repository on Github
  + All work will be done in feature specific branches. Branches should be named after their maintainer
  + Incomplete work should not be pushed. Test your code thoroughly.
  + GPG signing keys for user commits are not required but are strongly recommended
  + Features should be merged (via Pull Request) into master once completed.
    - Pulls Requests (PR) must be created to initiate a merge
    - The PR should be reviewed by both developers (not required)
    - The PR must be reviewed and approved by the Product Owner
* Communication:
  + All communication will take place on Discord
  + Usernames should reflect the team members real name (i.e. Bob, not xXbobzillaXx)
  + All queries must be reported on Discord to the team.
  + Do not spend more than one hour exclusively discussing a single issue.
* Agile stories will be maintained and tracked within Zube.
  + Member contributions will be primarily tracked here, so that each member will then be able to show their contributions at the end of the project
  + Product Manager must make sure users are adhering to proper story tracking
* Coding Standards.
  + The Coding Standards guidelines must be followed by all Team Members
  + The guidelines are located in the Coding Standards guidelines document
* Meetings and Collaboration.
  + Meetings will take place Mondays / Wednesdays during lab.
    - If a Team Member cannot attend a lab meeting they should notify the team
    - Any decisions made during lab must be later relayed to missing team member
  + Partial (Informal) Team meetings can be schedule
    - Partial Team Meetings can include 2-4 team members.
    - The meeting’s agenda must be relayed to the Scrum Master
    - Individually schedule meetings do not require mandatory attendance
  + Complete (Formal) Team meetings can be schedule
    - Complete Team meetings must include all 4 members
    - These meetings can be called via a vote (3/4ths vote required)
    - If scheduled the meeting is mandatory
    - Absences for formal team meetings can be waived at the discretion of the Team