**VNCtalk process**

**We are a Virtual Organization.**

**Contact and communication is very important.**

**Working Process**

- When you **select a ticket for the current version**, set **how many hours do you think you will need to solve the issue**. This information is important for me for planing and has no effect on you. Sometimes you may set a low number and work double time, sometimes the other way around. Over time you will get a notion how many hours do you really need.

- Then **mark the ticket as "in-progress"**

- If needed write some comments on the ticket to describe your progress or problems you have. This way we can track what happened.

- When you finished working on an ticket, please **write some details on how you fixed the problem.** Some details about the technical solution.

- And then **mark the ticket as "resolved".**

- Regularly **send an "VNCtalk update" email to: Bernd, Dhaval Y., Ravi and Rainer**. Basically everyone who has a tie to the VNCtalk project.

In this email you will describe on which tickets you have worked (with ticket number) and which issues you encounter, comments which did not find place in the ticket.

This emails helps us keep track of the VNCtalk progress, additionally to the tickets and helps us identify problems. Again we are a Virtual Organization.

- **Push the repository, ask Rainer. Create branch from version target.**

Note:

***if you guys helped each other or you need to learn how it works, please create a ticket in the project and describe what you have done and why.*** *so for example, Rainer created a ticket in the vnctalk project for helping Ravi with an issue for about 2 hours, Rainer will write this in the ticket and then close it. so Andrea an Rainer can identify how the time was invested*

**Meeting weekly**:

Finally we have weekly meetings, for the discussion of the current progress of the project or discussing current problems and possible solutions.

This meetings are scheduled **each Friday at 15:30** ask more

**Email process**:

Rainer want to have an update email from us. telling him what we have been doing and what solutions do we implemented **3 emails a week: every Tuesday , Thursday and Friday**

**VNCtalk ticket updates:**

The tickets updates must contain the following information:

\* what documents you needed to read to understand or find the solution

\* what proposals you have

\* what questions do you have, that needed to be solved

\* what problems you encounter that are blocking progress

\* and if you solved any of this problems also write how exactly you solved this problems, this is very important!

\* what progress you have made on this issue

\* what other problems you found

**In short words: a protocol of your working day.**

**Without this protocol we cannot see what you really have done.**

**Communication:**

Rainer: Phuong, Quy and Hai to be able to coordinate better with you guys, I **need that at least one of you are always online during a standard 40 hours week.** I need this, so I can plan and give you tasks. Additionally you will help Ravi or otherwise, he will help you. **And please if you are working on VNCtalk please be online (you can set the status to busy)**.

**Commit Code**:

Pull branch <target version> : checkout release\_2.1.1

Case 1:

Ticket branch : ticket\_16321

git checkout release\_2.1.1

git pull

git check

**List -> Todo-> Doing->Done:**

List: get ticket from redmine.vnc.biz

List -> Todo: start ticket around next two day

Todo -> Doing: implement (update on ticket: status, estimate ...) + document analytic

Doing -> Done:

* Code commit, unit test
* Sync repo.htk.me
* Report Rainer: email or chat.