APPSO-Parent-Portal

Working Agreement

Fall 2022

Aggie Pregnant and Parenting Students Organization Parent Portal

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This document describes the team’s expectations and other processes that will enable the team members to work together to achieve project objectives and get at least a satisfactory score in the customer feedback form.

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# WORKING AGREEMENT

## TEAM EXPECTATIONS

* Mandatory attendance in meeting
* ASK QUESTIONS! This project will not succeed if you don’t ask questions from the customer, instructor team, other team members. This project won’t reach its full potential. If you’re worried about asking a dumb question, someone else in the team has the same ‘dumb’ question.
* Use our Discord server in favor of emails. Teams will be used mainly for file sharing and assignment submissions.
* Discord Etiquette:

**- Use threads**

- No excessive @-ing people.

* Flexibility: Stay flexible and assume things will change!

## COMMUNICATION

Communication is key. Make sure to respond to teammates, instructor team, customer in a timely manner (see guide below) and be sure to give plenty of notice (as soon as you know, or within 24 hours) if you’re unable to attend meetings

* Team members – 2 hours
* Instructor team – same day
* Customer – by next day

Discord is our primary form of communication within the team.

## MEETINGS

Our team will meet Monday/Wednesday/Friday at 3:00 pm (or after lab) for scrum meetings.We may not use the full meeting duration but expect to efficiently utilize the time allocated.

These meetings will consist of the following:

* What have you done between the last meeting and now?
* What do you plan on doing between now and the next meeting?
* Roadblocks (solutions need not be discussed here but can be scheduled for another meeting with the appropriate team members)
* Things you need from other team members (information, code, help, etc.)
* Final thoughts, concerns, etc.

## PAIRING

We will utilize pair programming to help with knowledge sharing and to help teams execute tasks more efficiently. If you feel like you would like to work with another member of the group, you can specify here or reach out to a teammate for help.

* Back-end Lead: Daniel David
* Front-end Lead: Macy Drew

## DELIVERY

We will do our work in our personal GitHub, then commit to the GitHub classroom after each Sprint. Commit frequently and with detailed commit messages, and work on your own branch. Send merger requests to Frank or Nathan; they should let you know if there are major conflicts, and work with you to resolve them. We will not use the TAMU GitHub, since it doesn’t allow CI.

### Version Control Process:

* Branches will be created following this naming convention: issue-firstname
* Feature branches will be worked on by whoever is assigned making sure that only 1 feature per branch. A feature can be a user story.
* Create push request to “test” from “feature” branch. After thoroughly tested, create push request to main, which contains the code base deployed to the customer.

### -Push Request Guidelines

* Must include description of what changes were made
* Draft PR’s (pseudocode, notes, etc. – no working code is required) are highly encouraged
* When you’re ready for feedback, mark the PR as “Ready for review” which will notify reviewers the need to review
* Have at least two members of the team review the PR within 12 hours
  + Nathan and Frank are POC for merge requests
* Never merge a PR that isn’t ready just because of the deadline. Readiness is defined as follows:
  + Passes a series of TDD and/or BDD tests with sufficient code coverage. Usually, target is 100%, but 90% is okay if you can justify exclusions (e.g., parts of the code that are very hard to test)
  + Passes linter (e.g., RuboCop)
  + No build failures

### Continuous Integration (CI) and Delivery (CD)

* CI will be done using GitHub Actions
* CD will be done using Heroku Pipelines
* Workflows need to pass

# STAKEHOLDER INFORMATION

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# IMPORTANT DATES

## TAMU CSCE 431 Important Dates

[List of dates in the course calendar, for example: Data Design due, User Stories due, Sprint 1 deliverables due, etc.]

|  |  |  |
| --- | --- | --- |
| **Date Due** | **Assignment** | **Description** |
| DATE | Data Design | See Canvas for further details |
| 9/6 | Submit Project Info | ... |
| 9/12 | Project Scope |  |
| 9/14 | Data Design |  |
| 9/16 | General Risk Plan and Security Risk Plan |  |
| 9/19 | Sprint 1 Deliverables, Group Outing |  |
| 9/26 | Sprint 2 Stories and Revisions |  |
| 10/17 | Sprint 2 Deliverables, Group Outing |  |
| 10/31 | Sprint 3 Stories and Revisions |  |
| 11/7 | User Acceptance Test Form |  |
| 11/14 | Sprint 3 Deliverables |  |
| 11/28 | Show and Tell Video, Configuration Item Identification |  |
| 12/5 | All Project Turnover items due |  |
| 12/9 | All Project Turnover items due app with quality issues |  |

## TAMU Important Dates

[add more as applicable, that will enable you to achieve project success]

|  |  |
| --- | --- |
| **Date** | **Description** |
| Mar 7 (Mon) | Mid-semester grades due. |
| Mar 14-18 (Mon-Fri) – | Spring Break [No Classes] |
| Apr 28 (Thu) | Last day of classes |
| May 5 – 10 (Thu-Tue) | Finals |
| May 11 (Wed) & 16 (Mon) | Grades due |