Project Brief & Working Agreements: City of Gondor website upgrade

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Background

Project

We're building a new version of the City of Gondor website. The website is the city's main gateway for tourists to find information about the city as well as its citizens to get to know and access public services.

The project is based on an initial requirements specification included in the original project bid. The project is expected to take around 5-6 months to complete.

Customer

The city of Gondor is one of the biggest cities in Middle Earth. Gondor has a population of around 3,5 million people, who are of multiple different races and backgrounds. As a public actor the city aims to serve all of its citizens equally.

Current status (Aug 30th 2024)

The project has just started. There is a staging version where you can see the progress and a jira project where we track the overall progress.

Stakeholders

Group	Contact person	Interests
Marketing	@Meneldil	- Brand - Content management - Social media tools
PR/Communications	@Ostoher	- Content management - Blogging tools
Financial department	@Turambar	Billing
IT department	@Siriondil	- Servers / Infrastructure - Technology stack - Maintenance - Security
Steering group	@Valacar	Project progress

		● Budget ● Project goals

Working Agreements

Everyone in the team can propose changes to our working agreements.

You can propose changes to this document by adding a comment or suggestion and tagging @Valacar in the message. You can also always suggest new working agreements in the team retrospectives.

Team members, roles, and responsibilities

Person	Role	Responsibilities
@Valacar	Team lead	● Helping and coaching team members ● Overseeing architectural decisions ● Organizing regular team meetings ● Tracking the project progress in relation to the budget
@Lothíriel	Product Owner	● Managing and prioritizing the project backlog ● Facilitating discussions between the product team and City of Gondor stakeholders ● Defining acceptance criteria for completed work and accepting changes to the scope of work
@Finduilas	UI/UX Designer	● UI concept work ● UI design
@Cemendur	Developer, "DevOps Guy"	● Website development ● Managing CI/CD in GitHub Actions
@Anardil	Developer	● Website development

Tools

- **Day-to-day communication:** Slack (Shared channel #new-gondor)
- **Version control:** City of Gondor Github organization (gondor/gondor-website repository)
- **Issue tracker:** Jira (project: NEWGON)
- **Remote meetings**: Zoom

Culture

As a team, we agree to…

- Ask for help when we need it
- Be transparent and honest
- Actively give constructive feedback

Communication & Meetings

As a team, we agree to…

- Keep project related discussion on a shared Slack channel or in GitHub PR comments for searchability.
- Discuss in Slack threads instead of the main channel, if possible.
- Attend a daily meeting every weekday at 9:45-10:00
  - Agenda: Go issue tracker status, discuss any blockers
- Attend a weekly meeting every Tuesday at 10:00-11:00
  - Agenda: Demos, check current progress
- Attend retrospectives every two weeks
  - Team lead schedules
- Send calendar invitations for all team meetings in advance
- Communicate our schedule and mark absences into the work calendar
- Join meetings on time
- Meet face-to-face at least once a month

Version control rules

As a team, we agree to…

- Never commit directly to the main branch
- Review all pull requests (at least 1 approval)
- Review pull requests in less than 1 day
- Only merge when all continuous integration (CI) checks pass

Definition of done

As a team, we agree that a task is done, when…

- The change has sufficient automated tests
- Changes have been tested on the staging environment
- Code has been peer-reviewed

- All continuous integration (CI) checks pass
- Code is merged to the main branch and deployed successfully
- Relevant documentation is updated
- Task acceptance criteria met