**Working Agreement**

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POC: Don Bullock

**Always**

* Higher priority user stories will be closed first
* Weekly meetings will be used to assess progress (including with the POC), with every other meeting doubling as a sprint
* Status updates and projections for future milestones will be given to the POC at these meetings
* Sprint retrospectives will be used for team members to state what they’ve done, what they’re working on, and road blocks they’ve encountered. Future milestones will be adjusted if necessary
* Eric will be primarily responsible for developing the driver code, Andrew will be primarily responsible for developing the web interface, and Rob will be primarily responsible for developing the communication/logic engine code
* Core hours are established between 5:30 and 7:30 pm on Thursdays, during which no non-agile meetings may be set up.

**During Sprints**

* Team members will communicate any road blocks or major difficulties they’ve encountered via Slack
* Team members will collectively update the SDD and SRS to reflect development
* Team members will collectively maintain a backlog of user stories and communicate which they’re working on via Slack
* Git :
  + Working code will be maintained in the master branch of the bitbucket repo
  + Team members will create a new branch for every new feature/bug fix/code refactoring that they’re working on
  + Team members must submit a pull request when ready to commit to merge a branch with master, allowing other team members to review the code before merging the request
  + Issues discovered with any functionality must be submitted as a ticket
* QA :
  + Each team member will be responsible for testing their own code
  + After a branch has been merged, the team can collectively test the system to find issues and ensure that code in the master branch is working
  + Python code will be unit tested with unittest

**During Finalization**

* Team members will collectively create and update:
  + A requirements checklist
  + Testing report
  + User manual
  + Final report about the project