



TEAM COMMUNICATION PLAN

PROJECT: SLACK LACKEY

SUMMARY:

Communication plan for the Code Fellows 401 JavaScript midterm project. It will include our communications goals, planned naming conventions and file structures, conflict resolution strategies, schedules of availability and delegation of tasks.

COMMUNICATION GOALS

- Promote psychological safety by being open to the ideas and opinions of the entire team.
- Ask for help when needed. Don't stay stuck.
- Follow agreed upon Git flow and file/folder structure
- Document README and other docs through-out.

TEAM MEMBERS

PERSON	ROLE/TITLE	CONTACT INFORMATION	SCHEDULE
BILLY BUNN	TEAM MEMBER/WIKI MASTER	GITHUB: GITHUB/BILLYBUNN EMAIL: WILLIAMMBUNN@GMAIL.COM PHONE: 530-383-9399	OPEN AVAILABILITY
CHRIS MERRITT	TEAM MEMBER/GIT MASTER	GITHUB: GITHUB/CHRISTOPHERKNIGHTMERRITT EMAIL: CHRIS.MERRITT95@GMAIL.COM PHONE: 206-450-2625	OPEN AVAILABILITY
ERIN TRAINOR	TEAM MEMBER/SCRUM MASTER	GITHUB: GITHUB/ETRAINOR EMAIL: TRAINOR.ERIN@GMAIL.COM PHONE: 206-398-9761	OPEN AVAILABILITY
VANESSA WEI	TEAM MEMBER	GITHUB: GITHUB/WEI9023 EMAIL: VALWWEI@GMAIL.COM PHONE: 206-889-9968	NEEDS TO LEAVE @ 5 PM

NAMING CONVENTIONS

- File names = lower case kabob case
 - Example – file-name.extension
- Variable names = follow JavaScript convention
- Descriptive names = verbose
 - Example = array vs. usersArray

FILE STRUCTURES

- All repos must have
 - README.md
 - MIT License
 - Standard class config files
 - docs/
 - __tests__ - 85% coverage
 - src/
 - package.json with all author names and formatted correctly
- Any other repo specific structure agreed on by group.

GITFLOW

- Branches
 - Master Branch
 - Requires three approvals
 - Development Branch
 - Requires one approval (must work on their local machine)
 - Feature Branches
 - First branch for ANY repo is setup
 - Use for initial file and folder configuration
 - Naming Convention
 - Lower case kabob case
 - Descriptive to the feature
- Commits
 - Descriptive commit messages. Identify partnerships if applicable. Include work done in all files.
 - FREQUENT!!
 - Try to keep work separated by feature.
- Pull Requests
 - Descriptive comments including things not working, areas where help needed, remaining tasks etc.
 - General description of files changed.
- Merge any working features into Development at the start of each day and everyone pulls down to local. After standup
- Pair program if working in the same repository.
 - Exception – working on the README.

CONFLICT RESOLUTION STRATEGIES

- Each person gets time to pitch idea (5 min max), Discuss and decide as a group.
- Honesty... constructive “radical candor”

- Communicate when frustrated

DAILY COMMUNICATIONS MEETINGS

- Stand-up in the morning
- Communicate current feature status @ 4:30 PM each day.

PROJECT TOOLS

- GitHub Projects
- Drawing software for UML – TBD
- Deploy somewhere
- Project Specific API's

SIGNATURES

BILLY BUNN

DATE

CHRIS MERRITT

DATE

ERIN TRAINOR

DATE

VANESSA WEI

DATE