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](mailto:WILLIAMMBUNN@GMAIL.COM)  PHONE: 530-383-9399 | OPEN AVAILABILITY |
| Chris MerritT | TEAM MEMBER/GIT MASTER | GITHUB: GITHUB/CHRISTOPHERKNIGHTMERRITT  EMAIL: [CHRIS.MERRITT95@GMAIL.COM](mailto:CHRIS.MERRITT95@GMAIL.COM)  PHONE: 206-450-2625 | OPEN AVAILABILITY |
| Erin Trainor | TEAM MEMBER/SCRUM MASTER | GITHUB: GITHUB/ETRAINOR  EMAIL: [TRAINOR.ERIN@GMAIL.COM](mailto:TRAINOR.ERIN@GMAIL.COM)  PHONE: 206-398-9761 | OPEN AVAILABILITY |
| Vanessa Wei | TEAM MEMBER | GITHUB: GITHUB/WEI9023  EMAIL: [VALWWEI@GMAIL.COM](mailto: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 |