**Technical Standards**

Github Kanban Board for requirement management and tracking

Written communications stored in Cognizant teams

Github for Source Control

* Enforcement policies
  + 90% test coverage minimum (excluding Models and Entities)

Docker for deployment

Heroku for cloud deployment

Postgres for backend persistence, and H2 for test profile

Swagger for documentation

**Source Control Policies**

DO NOT push to master branch

All development work done on feature branches

One branch per story (task, acceptance criteria, TBD)

Merge to main branch for passing

* Builds
* Tests pass
* Minimum 90% coverage
* Approved by reviewers

Synchronize with master branch on a daily basis using git rebase

Squash unnecessary commits before creating PR (“wip”, “fix tests”, “adding comma”, etc)

**Meetings**

|  |  |  |
| --- | --- | --- |
| **Meeting** | **Frequency** | **Duration** |
| Inception | Only once as kickoff meeting | Two hours |
| Iteration Planning (includes grooming) | Weekly - Saturday | One hour |
| Daily Standup | Daily | 5 - 10 minutes |
| Retro | Weekly – Friday | One hour |

Store meeting notes in Teams

**Communication**

Pair Programming – Zoom

Store tech doc in Git Hub

**Team Norms**

Notify team on any anticipated absences

No individual coding

Notify reviewers as soon as PR is ready

Reviewer need to respond within reasonable time

Switch pair per week

When someone is speaking no one should interrupt unless out of context

Conflict resolution through voting and find best solution

**Definition of Ready**

User stories should have agreed acceptance criteria

**Definition of Done**

Acceptance criteria met with proper demo

**Rotating Roles**

Jose and Xiaonan: Board administrators

Anurag: Deployment supervisor

Amalesan: Scrum master