

GitHub Issue Tracker – Guidelines for Developers.

Section 1.

Introduction:

The project is now in its development phase in terms of the portal and hence all features outlined in the Catalogue of Requirements have been migrated and added as Issues in the GitHub Issue tracker.

From henceforth we will be using the Issue Tracker until the development process reaches maintenance mode i.e. when the development phase has achieved all its goals and is generally considered to be complete and bug-free.

About the GitHub Issue Tracker:

All development activities in a project can be tracked in an **Issue tracking** database. This project is using the GitHub Issue Tracker which is a more generalised tool for tracking different kinds of activities/issues.

Types of Issues developers will be dealing with have been labelled as follows:-

1. **Bug (Defect):** a problem with an existing feature that has not been developed to specification or does not work as designed.
2. **Feature:** an addition to the software to add a piece of functionality that does not yet exist.
3. **Feature Request (Enhancement):** an improvement to an existing feature or new feature request.
4. **Project Tasks:** This refers to all task activities transferred from the Scrum Backlog i.e. tasks in support of ongoing development work, Implementation of OAIS modules, GUID work etc.

Priority Labelling:-

The Priority has been determined to help developers prioritise the work according to the level of Importance:-

1. Critical: Must Have for a specified release
2. Minor: Should Have for a specified release
3. Normal: Nice to Have for a specified release

Additional labels:

Additional labels have been added in order to provide further classification and clarity for developers when filtering issues. These include: - Web Services, GRIB and also dates to highlight the regular releases that we have planned: - Aug 2011, Nov 2011, March 2012 etc.

Milestones:

Once the Issue has been created, they should be associated with a milestone indicating when the work on a particular issue must be completed by. For example:-

- The Development core release: - this is our first Major Milestone, followed by the November sub Release Milestone etc.

Section.2

Important Guidelines and general housekeeping rules for developers when using the Issue Tracker.

1. Feature Requests: In case an important feature appears to be missing, add the feature with a proper description to the issue tracker and add the label: “Feature Request” and assign it to Jana.
2. New Bugs: Please don't use the ‘Feature’ label for any issues encountered during development (use “Bugs”) add the feature number in the heading of the bug together with a bug name; comment in the feature and the bug with the reference number e.g. #1 (this produces a link to the respective feature or bug); assign to milestone! (same as for feature). Finally, assign them to either Jiri, Jana or Lola.
3. Amendments: Please do not amend feature descriptions in the issue tracker (add as comments only under the specific feature). This will be documented in the catalogue of requirements by Jana, who will then make the changes in the issue tracker accordingly.
4. Open Status: All developers should now be concentrating on Open features that have been assigned to the “Development Core release” milestone.
5. Closed status: Once the Issue has been completed by the developer please update the status by closing the Issue in the “Development Core Release milestone” and assign it to the QA Manager (Jiri Frank) This is important in order for the QA team to identify features/bugs that are ready for testing asap.

6. All work completed by developers including bug fixes should be carried out on the portal that you install on your machines and not to be uploaded/updated on the NHM server until 15th August.
7. Always use the side bar to filter Issues by their respective labels and milestones.
8. All testing documentation will be uploaded on the Wiki under “Evaluation & Testing”. <https://bhl.wikispaces.com/Functional+Testing>

N.B. Please contact a member of the QA team (Jiri Frank/Jana Hoffmann) or Lola Obajuluwa if you have any queries.