**Project Checklist**

This is somewhat of a checklist of things you should be doing for the project.

1. You must hold team members accountable for the work they are assigned.
2. You must hold team members accountable for attending meetings.
3. The system is written as a stand-alone Gui application in Java.
4. The system is object-oriented (OO) and should utilize best practices for OO design.
5. The system should utilize the MVC architecture.
6. The system utilizes text, binary, JSON, or XML files for data persistence and all data is in memory as the program runs, represented as objects.
7. The GitHub project board is used for all tasks related to the project.
8. JUnit tests for all classes, but only methods with logic.
9. System tests are written in the spreadsheet.
10. System tests are written as code.
11. All use of Generative AI is documented in document 03-Generative AI Prompts.
12. Only working, tested code should be in your master branch of GitHub and it should be in a package(s).
13. Each person is required to work in their own branch. Branches are required to be named: *lastname1, lastName2,* etc.
14. Commit early and commit often. When you add a method, commit. When you change something, commit. When you rename some files, commit.
15. The title of all commit messages is required to be prefixed with “ADD”, “FIX”, or “CHANGE”. For example: “Add *short title”*, “FIX *short title”*, “CHANGE  *short title”*.
16. When you have code on a branch ready to merge with master, you should use the rebase workflow and then open a pull request. At least “some” pull requests are required to be reviewed by at least one other member before merging. In practice, all pull requests are reviewed. The more the better for your grade.
17. All time spent on the project is logged in your team’s time log.
18. The *user\_stories\_SE\_master.xlsx* spreadsheet is renamed to *user\_stories\_teamX.xlsx* where “X” is your team number.
19. For the *Code* column (column *G*), type “C” if the code is complete, “~” if the code is in progress. Leave blank if you have not started the code.
20. For the *System Tests/Specification* column (column *H*), type the number of test specifications that have been written (in the spreadsheet). Otherwise, leave blank.
21. For the *System Tests/Coded* column (column *I*), type the number of system tests that have been coded. Otherwise, leave blank.
22. The Sprint 1 demo agenda is followed exactly.