

### Trello & product development

We use trello to define small and well defined cards. There are three types of cards:

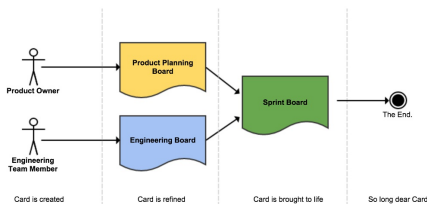
**1. User story cards** : Concrete user functionality

**2. Spec bug cards** : Concrete fix

**3. Engineering cards**: Concrete technical enhancement

**4. Plain short , not-so-sexy-cards**: Nice to have ideas

### Boards and cards



### Meetings

#### Daily Scrum (15 min)

*Who?*: DT, SM & PO

*Purpose*: Share progress, pendings and blockers.

#### Sprint Review (30 min per sprint)

*Who?*: DT, SM & PO

*Purpose*: Present to the PO the results of the sprint.

#### Sprint Retrospective (30 min per sprint)

*Who?*: HE & DT

*Purpose*: Share thoughts about the last sprint , evaluate and write lessons

#### Planning Poker (75 min per sprint)

*Who?*: HE , HA & DT

### Meetings (cont)

*Purpose*: Estimate effort for cards in the product planning board

Product owners can request meetings to pitch and develop new ideas

DT= Dev Team, SM=Scrum Master, PO=Product Owner, TL=Tech Lead, HE=Head of Engineering, HA=Head of Architecture

### Bugs

We have JIRA Boards and all the bugs are assigned for the best suitable engineer, Bugs have priority and a resolution time (1 hour to 10). Every sprint one member is assigned full time to provide technical support to the OPS Team.

### Product guidelines

1. **Be familiar** with the product and the product dev process.
2. **Always keep on sync** specs and code
3. **Communicate continuously** ask & share
4. **Be inquisitive** propose better things
5. **Be crazy** Innovate
6. **Pay attention to detail**
7. **Use our style guide**
8. **Pay attention to simetry**
9. **Check browser compatibility** IE9,10 and latest versions for all major browsers. Ipad, iphone and android devices too.
10. **Test. Push live. Test. Repeat**
11. If the **main funnel is affected** get green light from a **product owner**
12. 😊 **ALWAYS DELIVER POSITIVE EXPERIENCE TO OUR USERS**



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