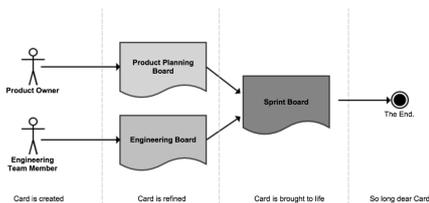## ⊞ Trello & product development

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

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

⊟ Product guidelines

1. **Be familiar** with the product and the product dev process.

2. **Always keep on sync** specs and code

3. **Communicate continuosly** ak & 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**

🐞 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.