

STANDARDS BRIEF

<h2>1) Decisions</h2>

- Facts first: single source of truth; date every number.
- Owner & deadline: one accountable person; one explicit date.
- Reversible vs. irreversible: bias to speed on reversible calls.

<h2>2) Cadence</h2>

- Daily: status, blockers, risks (15m).
- Weekly: outcomes scored, lessons captured, next 3 (45m).
- Monthly: standards review, debt burn-down, runway check.

<h2>3) Communication</h2>

- Write it down: decisions, assumptions, follow-ups.
- No triangulation: speak to, not about.
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Plain English: short, dated, action-oriented notes.

4) Workmanship

<ul className="list-disc pl-5 space-y-2">

Definition of done: clear acceptance criteria, demoable.

Durability: simple, testable, documented.

Name: work that carries your name must be worth keeping.

5) Security

<ul className="list-disc pl-5 space-y-2">

Least privilege: access by role; revoke on exit same day.

Keys & secrets: rotate quarterly; never in chat or code.

Incident drill: who calls whom; first hour playbook.

6) Release Discipline

<ul className="list-disc pl-5 space-y-2">

Branch, test, tag: no ad-hoc deploys; rollback ready.

Notes: concise change log with risks and smoke checks.

Post-mortems: blameless, dated, with two preventions.

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