

STANDARDS BRIEF

<h2>1) Decisions</h2>

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

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>

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

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>

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

Write it down: decisions, assumptions, follow-ups.

No triangulation: speak to, not about.

Plain English: short, dated, action-oriented notes.

4) Workmanship

- Definition of done:** clear acceptance criteria, demoable.
- Durability:** simple, testable, documented.
- Name:** work that carries your name must be worth keeping.

5) Security

- 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

- 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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