**Development Story Creation and Completion Guidelines**

To maintain consistency and efficiency in our team’s workflow, follow these steps when creating and completing Jira tasks in our Kanban system.

**Story Creation Format**

When creating a Jira story, include the following components:

**1. Summary**

* Write a clear, concise title that summarizes the task.
  + Examples: "Fix bug causing incorrect login redirection" or "Implement new user profile page design."

**2. Description**

* Detail the task with the following sections:
  + Add any additional information here to help explain the story.
  + **Acceptance Criteria:** Describe what the user should be able to do and the expected results of their actions.
  + **Steps to Reproduce:** (For bugs only) Include the steps needed to reproduce the bug.
  + **Number of Reviewers:** Number of reviews needed before completing a push request.
  + **Testing Required:** Whether the story requires testing. Everything with code should be set to “true”.
  + **Dependencies:** List related tasks or blockers, if any.

**3. Labels and Tags**

* Apply relevant labels to categorize the task.
  + Examples: bug, frontend (android, IOS, web), UI, backend

**4. Priority**

* Assign the appropriate priority level, such as High, Medium, or Low.

**5. Assignee**

* Assign the story to the appropriate team member, or leave it unassigned.

**6. Attachments**

* Add any supporting documents, links, or screenshots that provide additional context.
* For **bugs** always include a screenshot or video demonstrating the issue.

**Story Completion Steps**

**1. Complete the Work**

* Ensure all acceptance criteria are met and that any dependencies are resolved (There should be no related tasks that prevent this task from passing tests).

**3. Document Completion Evidence**

* Capture a **screenshot** or **video** demonstrating that the task is completed.
  + Examples: A screenshot showing the UI update or a video walkthrough of the fixed feature.

**4. Move the Story to "Testing"**

* Transition the story to the "Testing" column on the Kanban board.

**5. Notify the Team**

* Share a message in the developer chat that includes:
  + A link to the Jira story.
  + Example:

"Just moved [Jira-xyz] to completed.”

**6. Request QA Review (if the story has related tests)**

* If the story requires QA verification, notify the QA team and wait for their approval before considering the task fully closed.