CERS Maintenance- Working Agreements

**Agile Ceremonies**

Remain respectful and kind to one another

Opportunity time-keeper (so we do not run over)

**Grooming**

* PO to prioritize backlog that will be reviewed during grooming
* PO/BA will hold pre-grooming/refinement sessions on any user stories requiring additional work prior to grooming.
* Any new user stories created by developers should be discussed in Grooming or Developer Pre-grooming sessions. We groom as a team and will need to ensure that Developer, QA, PO all understand story prior to pulling into an iteration.
* Team to send Anna/Jo any user stories or defects where grooming is still needed/help with Acceptance criteria
* All team members attending grooming session to actively participate in grooming (estimation, clarify acceptance criteria, description, notes, dependencies)
* User stories that are ready to be worked will be moved above the line and designated with status “Ready”.

**Iteration Planning:**

* Prior to Planning
  + Team will provide their availability (Team Status)
  + User stories and tasks are up to date.
  + Any user stories not completed and accepted will move to next iteration.
* During Planning:
  + Team will decide stories to work on for the iteration.
  + For stories added to iteration, break stories down into tasks and estimate in hours
  + Commit as a team to complete the work

**Standup:**

* Prior to the standup: All team members will update Rally to reflect current status (applies to tasks, defect state, story state).
* Use Daily Standup 16th minute to pull in work that is deemed “Ready” to be worked.

**User Story Acceptance:**

* Product Owner - Randy Engberg will accept all CERS feature driven user stories.  Jo Runnels is Randy's proxy when he is OOO.
* User stories that involve IE and Environment specific feature driven user stories will be accepted by Lead Developer (Suriya (SSE Hub), Powerbuilder work (Developer completing WPR), Web, (Developer completing WPR))

**Development:**

* Work Peer Review should occur for every completed user story or fixed defect
* Developers will complete WPR within 1 business day.
* Considerations during WPR :
  + **Show respect**
  + If someone is doing something the hard way, show them the easy way.
  + If someone is duplicating code, point them to the original.
  + If someone is committing code that will lead to technical debt, talk about it.
  + **Be respectful**.
* WRP **must** be completed prior to providing a build to QA.
* If you run out of work, see what is ‘Ready’ to be work from release backlog and pull in. Any stories pulled in should be tasked with estimated hours.

**QA:**

* Developers will change Defect status from "Open" to “Fixed” when fix is available in build for QA.
* Developers will provide fill-out the "Fixed in Build" field in Defect to identify target build QA can use for regression testing.
* QA will work with Developers to confirm environment to regression test the Defect or user story.
* For Defects that are successfully regression tested, defect submitter (and/or their proxy) will move the defect from “Fixed” to “Closed”.  All closed defects can be accepted by Defect submitter and/or PO.
* For Defects that are “not reproduced” by developers, Developers are to work with submitter to reproduce.  If unable to reproduce, then Defect submitter will move to an agree status (with PO).
* Once last user story task completed (QA) and all defects are mitigated; assign to Randy/Jo for acceptance.

**Production Deployment**

* RI will be created **after** proposed production changes identified, tested by QA, PO and approved by QA and PO (or PO proxy).
* Application lead will create RI for planned production changes that have been approved by QA and PO or PO Proxy.
* Outlook appointment will be setup for all scheduled RIs by PL or BA.
* PL/BA will work to obtain DWNG approvals for submitted RIs.
* Unplanned (Emergency) RI will be created/closed by assigned Developer.