**Daily Stand-Ups**

Time: 9:30 am  
Attendees: All Product Owners, team members and Team Lead are required to attend.

The intent is to follow the questions on the board.

**Scrum Board**

**Starting Work on a Card**

select the highest priority item in the team's Backlog which you are able to work on, move it to In Progress, mark the current date on the card, place your avatar on the card. The intent is to not have multiple card in progress at once.

**Blocking Cards**

If you think that you are blocked:

Work hard to unblock yourself.

Discuss with scrum master to see if they can help you get unblocked.

If all the above have been done and you are still blocked, you can pick from the tech debt backlog.

Team members may not start a new card from the sprint backlog if they are blocked on an old card.

**Definition of Done**

Please refer to the definition of one on the board

**New Cards/ Emergency Cards**

brought in at our daily stand up or during core hours

Must be prioritized with the other Product Owners

Before putting the card on the board, talk to the Scrum Master, or the backup Scrum Master or team lead.

If the card is coming into a scrum team board, a card of equivalent size must be removed from the sprint backlog

**Deployment Rules**

Do not deploy after **4 pm** if is Monday thru Thursday

Do not deploy after **3 pm** if is Friday

If you need to deploy you need to get permission from the on-call dev. if permission is given deploy a branch to production.

**Technical Debt**

There is a technical debt backlog [here](https://amaabca.visualstudio.com/blue_tech_debt/_backlogs?level=Stories&showParents=false&_a=backlog)

There is a meeting after sprint planning where we discuss the backlog.

The technical debt backlog is owned by the members of the team.

Every team member is allowed to create, work and approve cards.

**Sprint Retro**

Attendees: The scrum team, all Product Owners

Be prepared. Pick the one top thing that you liked in the sprint. Pick the one top thing that you'd like to change, come prepared with an idea for how to make it better.

**Vests**

The following constitutes breaking process, if:

* we do not let the team know that we cannot make a meeting.
* we push or force push to master
* we deploy after cut-off time without the Victim's consent
* we paste AWS keys, AWS secret keys or any SaaS password on slack/email