## Sprints

* Sprints are weekly, Monday - Friday and consist of the issues worked on during the week
* Sprints help us answer the questions
  + What did the team achieve last week?
  + What work is the team focused on this week?
* Anything worked on during a week is added to that week’s sprint
* Issues added to a sprint but not worked on or completed during the week should not be removed (issues can belong to more than one sprint, and not removing helps measure how “overloaded” a sprint was)
* Each week’s sprint has issues added to it before Monday’s work begins (team leaders)
* Every issue in a sprint should have a point estimate
* The person working on the issue sets the point estimate
* To support adaptability and flexibility, issues may be added to a sprint mid-week (but issues should not be removed). While this may require sacrificing other issues in the sprint, the point is to make the trade-off apparent.

## Epics

* Epics are thematic groups of related issues
* Most epics are created around software components or user workflows (which may cross software components)
* Epics with a high level of activity are versioned and have a well-defined purpose
* It may take multiple sprints to complete all issues in an epic
* Epics help us answer the questions
  + What features is the team implementing?
  + What is the team’s current focus?
* Keep the Epics alphabetized on the board