**As a developer:**

* Create a new repository  
  open it an perform **git init** to make it a new git repository.
* Clone a copy of repository from remote server, by using **git clone <url>**.
* Create a new development branch from base branch using **git checkout –b <feature branch>**.
* Add some changes and use **git add .**
* Commit Your changes by using **git commit**.
* Push your changes by using **git push** remote.
* Open pull request.

**As a reviewer:**

Pick up Pull Request tagged as from assigned project

Make sure Continuous Integration/ Continuous Deployment (CI/CD) build is successful [if applicable, check with project lead]

Understand the code logic and check code complexity and efficiency.

Make sure the code is maintainable and reusable for other systems.

Each Unit test should be for associated functionality only [if applicable]

Make sure the code is safe to deploy.

* + No credentials/key should be revealed in code repo.
  + Testing code must not be present
  + No hard coding of configs, values, keys etc.
* If everything looks good and all checks are passed, Merge the code and close task branch

### AS QA:

* Pick up tasks ready for the QA.
* Verify test steps or update if needed
* If a task or issue passes QA then mark the task/issue done.
* Task management tool must be updated accordingly.