

12. Workflow & Collaboration

1. Jira Workflow Management [🔗](#)

- Use **customized issue types** (e.g., bug, task) for structured tracking.
 - Backlog
 - Todo
 - In Progress
 - Impediment
 - Code review
 - QA review
 - Acceptance
 - Done
 - Close
- Work with releases
- Work with boards per application (mobile / backend)
- Implement **workflow automation** (status transitions, approvals) for efficiency.
- Define **priority levels**
- Task refineproces
- Label/epics per feature

2. Slack / Team Communication [🔗](#)

- Establish **channels for different teams/projects** to maintain organized discussions.
- Channel per type (Mobile/ backend / monitoring / project discussion)

3. User Onboarding Process [🔗](#)

- Create **guided tutorials** and interactive walkthroughs for new users.
- Implement **progress tracking** to ensure full onboarding completion.
- Provide **helpdesk support & knowledge base** for self-service learning.
- Automate **role-based access** to streamline onboarding for different user types.
- Get a list of users and employees and process join team and leave team

4. AI Guidelines [🔗](#)

- Polymet
- Cursor
- Fini
- ...
- Code review