Hi Dan, guys,

Below are what we have discussed in the retro about how to work more smoothly with Adobe JP, if anything omitted, please let me know.

[Before Sprint]

1.     Make sure "Spec", "Author Spec", "Content Matrix" and "UATs" files ready, should have four and ONLY four.

2.     Make sure no technical issue remained, even if we have, we need to be sure we can handle it within the sprint.

3.     Make sure mockup ready, not only means we got it but means we have confirmed it.

4.     All key points should be in UATs file but not only in spec file. (Our QEs do test base on UATs file and will refer to other three files as needed, so UAT file is most important, the minor description may be omitted if it's ONLY in spec file)

5.     All stories grooming finished.

6.     Only use redmine to manage story files and send a mail if there is any change on redmine ticket.

[After Sprint Started]

1.     Should try to avoid any spec change after sprint started.

2.     If a change must be done within the sprint, we should consider its impact and adapt resource with other stories as needed until both QEs and DEVs can accept the change base on their workload.

3.     Must let clients know the quality risk if we have to accept a high risky change.

4.     Minor change can be accept without any resource and schedule change if both QEs and DEVs can accept it, but the change should not happen frequently.

5.     Should avoid releasing any EA version package to client except some special case, if we do, we should let clients know what's OK or not, and we will not tread the issues related to EA part as bugs.

6.     Big changes can be packaged as a new story if they're not very urgent.

[After Sprint End]

1.     Any limitation and notice point should be written in release note and be announced to clients.