Daily routine

These routines are to be exercised on a daily basis, **each and every day**

* Start of work:
  + Pull latest from source control
  + Check task list and find assigned tasks
    - Read task description AND COMMENTS carefully before working on task
  + Update status of task to **in progress**
* End of work
  + Update task status
    - Read “Update tasks status VSTS.docx”
    - Use comment fields and use @ to notify users
  + Update *estimated remaining work*
  + Log working hours
    - Read “Time tracking VSTS.docx”
  + Commit to source control
    - Read “Commit using VSTS.docx”