

The 1-2-3 of Using Zenhub & Github

One : Use the Board !

*The board tells everyone **who** will do **what** by **when**. We are mutually accountable to the commitments we have made to each other and to our shared objectives.*

The purpose is to give visibility to what each Working Group is working on and what we, as the TEC, is currently focused on delivering.

During the Sprint Planning : We add to the Board what we have collectively agreed to be our priorities for the next 2 weeks. Why 2 weeks? Things shift. New developments emerge. Every two weeks we clear the board and reprioritize all the work based on the what is already there and what is new! Nothing gets stale.

During the 2-week Sprint : The Board reminds us of those commitments. It's so easy to forget. ;)

- Look at the board daily to make sure we are focused on what we committed to get done.
- Filter by your name and the current Sprint (Milestone in Zenhub).
- Let the rest of the team know what the status of the issues in your working group by moving them through the pipelines. **Sprint Backlog** → **In Progress** → **Closed**

During the Sprint Retrospective : We see what went well and what could be tweaked to work better. The outcome is that we are able to take concrete actions to improve our process every two weeks. Things that don't work, we drop. Thing that do work, we keep. This is why it's called agile.

Two : Make most of Issues and Epics

→ How to make the most of using issues? This is key! Let everyone know what is happening. ←

- Keep the issues up to date. Drop in a quick status if there is something others might need to know.
- Loop in those who need to act using @mentions

- See what you need to know by looking at your @mentions on <https://github.com/notifications>

→ How do you know if a piece of work is an issue or an epic? Easy! ←

Issue :

- An issue is one discrete piece of work that can be completed within a 2-week Sprint
- One issue = One person assigned
- That person is responsible for making sure that work gets done
- The assignee might use Advice Process or reach out to others to get feedback from the team but they are committing to see the work through.
- An issue can be reassigned to someone else
- Issues that are assigned at multiple people tend to get confusing as no one person is actually responsible to say the work is done!

Epic :

- And epic is a group of issues related to the same theme.
- For example,
 - Updating the website! There will be frontend, backend, content, reviews, etc.

Three : Keep it simple !

Focus on doing the work not managing the work. That is what Zenhub was designed for. Here are things NOT to worry about:



Does it look better if I have more issues on the Sprint Board

Nope. Not at all. The number of issues does not matter. What matters is that larger pieces of work are broken down into logical pieces of work that can be assigned and planned into one or more Sprints. What matters is that our Working Groups workloads are transparent to our community.



Oh no! At the end of the Sprint I see I still have a lot of issues on the Board.

Oh no! Everyone will think I failed. Hold on, it's not that bad! What does it mean? Just that there is room to improve on scoping and then actually executing our priorities. This is a process. It might mean that a urgent new priority superseded what was on your plate. Or that there was an overestimation of how much we can get done in one Sprint. Tweak and try again. The Scrum framework is designed to be improved by empirical data.



Can I work on stuff that's not in the Sprint Backlog?

Sure! The idea is the Sprint backlog is what we are 100% committed to completing. There will be other thing in our workstreams that also move along during the sprint.