

Our winning Zenhub strategy :

- 1 Plan for the next sprint - we assess board, make current sprint task list and refine, polish, add assignees and label issues
 - 2 DO SPRINT
 - 3 Review how well the sprint went (in retrospective)
- *This process then repeats but now we put our new experience from our last sprint to work on the next sprint we plan
We incorporate feedback from customers we listed as new issues, we add most urgent issues and fix bugs as they are discovered

Sprint duration 2 weeks (14-15 days)
Sprint Task amount 20-25

NOTE: Keep going back and evaluating board columns

*Once sprint ends assignees can report problems and discuss efficiency (look at these questions when in need of clarity)
Does this structure contain only what we need, and nothing more? Could my boss look at this and understand everything she needs to about the project?
Is every important stakeholder represented? Can someone in design, marketing, or QA look at this board and know exactly where his or her help is needed?
Are we missing any regarding stages? Think about how your team builds products, it's all about keeping issues flowing across the board. If you have a QA department, for example, you might need a "Ready for QA" pipeline.
Is "Done" really done? And does my team know and understand our definition of Done? This often-missed step is a crucial part of any agile project.

Board columns (Epics/Issues)

Column name	Description
Incoming Tasks/Ideas	Place where all thoughts that pop up in your head goes, no need to label these if its not on current sprint list. *If new issue is on sprint list then immediately add detail and move card to Current Sprint List
Future Sprint tasklist	When assignee feels issue needs to be part of next sprint *Leave task card there and carry on with current sprint list without wasting unnecessary time on adding detail to task cards that are not on Current Sprint List
Plan	This is where issues that are going onto the Current Sprint list gets polished, labeled and added to epics and milestones
Current Sprint List	This is where issues that are ready to be prioritized for current sprint list goes. *Ordering task boards here (in terms of whatever is at the top is most important) influences the order in which they will be implemented
Implement	Only one task can be implemented per assignee at any given moment. *For example when planning tasks and polishing and adding labels to task cards, then implement pipeline will be empty
Review	This is where what was implemented gets discussed. *If this needs another thing to be done to finish it, drag it back to current sprint list or if it cant get done now then drag it to future sprint list
Log	When something that was reviewed and decided to be done then it goes here and owner of board will drag to done
Done	This is everything that is done but not closed. *Things can still be commented on here and pulled back into future lists, but if it is done and never to be touched again can be closed
Closed	This is for cards that will never be touched or worked on again.

Labels

<https://github.com/zanov/sprint-notions/labels>
Labels describe subcategories of issues
Labels differ from board to board *Make sure you know all labels for current board you are working on
More labels can be added with considered discretion *If you want to suggest a label add speak to the other assignees on the board and make it an issue to be dealt with on the next sprint
Labels must stay clear and not overlap *Use labels to convey clarity and make sure that you keep consistency when using a label, so always assign that label to a specific type of issue that will always be obvious to fit in that category
If it doesnt then make an issue to discuss that label and propose a name for a label that you feel might be needed. If this issue is needed to be completed to finish the current sprint then make sure it gets a URGENT label and pulled to the current task list.

How / Task Card Names

NOTE: Issues must be named with clear words that describe main problem to be dealt with. *If an issue has a specific date it needs to be done then add that in front of task description
e.g. 16 JULY, make labels for zenhub board

Milestones

We currently have one milestone per sprint. *In Github, Milestones take the place of sprints. Sprints move teams toward a goal of shipping business value (Features) to the user.
In Github, Milestones are how we plan and execute sprints. So remember, when we talk about Github Milestones, we're talking about sprints.

NOTE:
<https://www.zenhub.com/blog/how-to-use-epics-and-milestones/>
<https://blog.dreamninja.com/2018/08/08/github-projects-moving-epics-into-milestones/>
<https://www.zenhub.com/guides/getting-started-with-epics-on-zenhub>