

# How We Work

## Our Teams

See [IRIS Development Teams \(IRIS Teams\)](#)

## Our Basics

### Development Framework

Most developers work according to **Scrum** methodology - see a [Short video about Scrum \(7 minutes\)](#).  
Some commands (DevOps, for example) work according to the **Kanban** methodology.

### Teams

We work in teams. The composition of the teams changes a bit, as well as which modules of the system they are responsible for.  
You can find information about all teams on [Confluence](#). Information on how to move from team to team can also be found on the same Confluence page.

### Sprints

Development is done by short intervals called Sprints. The duration of the sprint is **3 weeks**.  
Sprint starts on Wednesday with a Planning procedure and ends on Tuesday in 3 weeks with a Sprint Review.

### Sprint Plannings

When planning, we often use Story Points (SP). Story Points save a lot of time when planning if you use them correctly.

More information in the article => [Story Points](#)

### Sprint Reviews

Sprint Review is a meeting where developers show what they did for the sprint. Sprint Review default language is English.  
Each team shows the results individually.

The developers or product owner show Features that were made in the Sprint. *Only those tasks that are in Done or Waiting for Merging status are shown.*

When you present a big feature, please start with what the problem was - why this feature was implemented, and then describe how it was solved and if there is any specific information for people who will configure the system (restrictions, additional configuration).

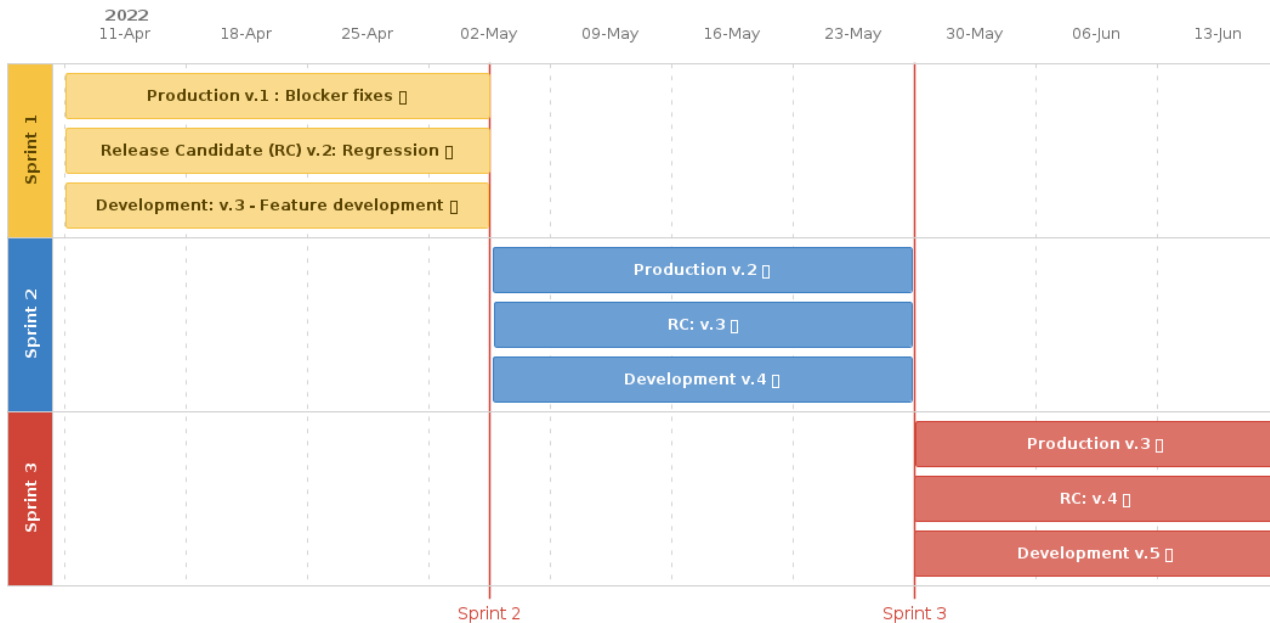
Slides for next sprint review can be found in Teams channel "IRIS Conferencing General"

The screenshot shows the Microsoft Teams interface. On the left, the 'Teams' sidebar is visible, with 'IRIS Conferencing' selected. The main area shows the 'General' channel of 'IRIS Conferencing'. A file named 'Sprint 187.pptx' is highlighted in the 'ITC Sprint Reviews' folder. Red circles and arrows highlight the 'IRIS Conferencing' team, the 'General' channel, and the 'Sprint 187.pptx' file.

| Name                      | Geändert   | Geändert von       |
|---------------------------|------------|--------------------|
| Old reviews               | 4/21/2021  | Cesar Aprea Castro |
| Sprint 187.pptx           | 8. Februar | Nikita Sashnikov   |
| Sprint Template 2021.pptx | 7. Februar | Cesar Aprea Castro |

### Releases

Date of release defined on a meeting before Sprint Review. By default release of a new version every Tuesday at the day of a Sprint Review.



## Version control system

We use gitlab. General information you will find in the article [Work with gitlab](#)

Information about concept of branching: [Basic concept of new git workflow](#)

## Issue Tracker

The default issue tracker is Jira

General information is here: [Jira for IRIS development process](#)

## Our Processes

- Gleittag beantragen und genehmigen
- GoApp, Prosa, Outlook: Urlaub beantragen und erfassen
- GoApp: Stammkostenstelle anpassen
- GoApp: Vorgesetzte anpassen
- Home Office Konzernrichtlinie
- Incoming Invoices: Creation and approval of invoices from external service providers
- IRIS Handover process
- IRIS Hiring Process
- IRIS Release Notes Process
- Jira Advanced Roadmaps: Best Practice
- Jira for IRIS development process
- Meeting Culture
- Microsoft Office 365: Usage - for Natlex
- Microsoft Outlook: Best Practice
- Microsoft Teams: Best Practice
- Onboarding
- Outlook: E-Mail Signatur
- Planung und Monitoring in der Produktentwicklung (Obsolete)
- Prosa: Anwendung starten für Planung oder Zeiterfassung
- Prosa: Jahresplanung
- Prosa: Worklogs from Team BIT/Natlex
- Prosa: Zeiterfassung BRVZ-IT SE

# Our Tools

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See [What We Use](#)