

# Project Team Management Guidelines

## 1. Development Cycle

Follow a **1-week sprint cycle** to ensure consistent delivery and review a features.

- **Day 1-4:** Developers must create a pull request for their assigned task within four days
  - Tech Leads are responsible for breaking down tasks into issues that can be completed within the sprint
- **Day 5:** Review period for Tech Leads and Peer Reviewers
- **Day 6-7:** Developers address review comments and merge the PR

Note: PMs are responsible for monitoring PR progress and ensuring merges are prioritized according to feature requirements.

## 2. Peer Review Policy

Peer reviews are an essential part of maintaining code quality and knowledge of the codebase across the team.

- Each developer is paired with another developer for mutual review of PRs
- Pairings are assigned by the Tech Lead
- The Tech Lead should review every pull request to ensure technical quality

## 3. Final Notes

By following these guidelines, the team leaders ensure that development cycles remain efficient and collaboration is encouraged. Clear ownership between Developers, Tech Leads, and PMs allows for consistent delivery and reduced bottlenecks.

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