Team 5

## Sprint Dates

We follow proposed sprint schedule.

## Recurring Events of the Sprint

### Sprint Planning

The work to be performed in the Sprint is planned at the Sprint Planning. This plan is created by the collaborative work of the entire Scrum Team (PO, SM, Dev).

“Sprint Planning is time-boxed to a maximum of eight hours for a one-month Sprint. For shorter Sprints, the event is usually shorter.” In our case sprint planning is time-boxed for only two hours.

### Sprint Review

“During the Sprint Review, the Scrum Team and stakeholders collaborate about what was done in the [Sprint](https://www.scrum.org/resources/what-is-a-sprint-in-scrum). Based on that and any changes to the [Product Backlog](https://www.scrum.org/resources/what-is-a-product-backlog) during the Sprint, attendees collaborate on the next things that could be done to optimize value. This is an informal meeting, not a status meeting, and the presentation of the Increment is intended to elicit feedback and foster collaboration.”

Entire Scrum Team attends (PO, SM, Dev). In our case, it’s time-boxed for only 1 hour.

### Sprint Retrospective

Period when we think if we done something wrong, why it happened, and how can we evolve.

In our case, it’s time-boxed for 45 minutes.

### Daily Meeting

Offline (important) meeting when we discuss on what you **have done** during last day (in our case, maybe 3 days?), what are you **planning to do** now and which **problems** you have.

Not for discussing your issues thoroughly, but for giving everyone overview of current state.

Time-boxed for 15 minutes.

### Teamwork Sessions

Most likely, we are following proposed dates on this document:

https://docs.google.com/spreadsheets/d/1SNUJi3mCWrr7BZKBx-U\_79YVIl49vWTR8\_iy-IAvRx0/edit?usp=drive\_web

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## Other

### Definition of Done (“DoD”):

We are working with software and our DoD is defined as follows:

* Written code was peer-reviewed
* Passes unit tests
* Passes integration tests

### Communication Channels:

1. Telegram - SW1
2. <https://coolepicbestgroup.slack.com/messages> (+ Verto)

### Backlog Management

AgileFant is used for backlog management, so please refer to Libby-project.

### Time Tracking

AgileFant is used to log all the effort.

HOWTO: go to AgileFant; Select Libby project; Select Iteration; Action tab -> Spent Effort

### Version Control

Using public github repo: <https://github.com/NickKuts/Libby/>