**Definition of Done**

**The teams definition of done changed over time especially when we removed the development branch leaving us only with the production branch and current feature-branches. The final version can be found below. We excluded client sign-off because of concerns it would create a bottleneck when we only see the client once every 2 weeks and we already have limited time. We also excluded any mention of performance criteria for the reasons explained in the definition of ready.**

1. All functional acceptance criteria met
2. Code Reviewed by someone else (put review as a comment with the issue – pair programming also counts as live testing)
3. Feature-branch Implemented into master branch (pull master into the feature-branch first so any potential merging conflicts are resolved away from the master branch then merge into master).
4. Code features relevant Junit automated tests for work completed (if appropriate)
5. Previously created Junit tests work should pass

**Definition of Ready**

**As a team we decided a story was ready for the sprint-backlog if it met the below criteria. We initially included that a story should have a wireframe for any needed design but eventually found that it was slowing us down when time was already limited. We also excluded performance requirements as we wanted to focus on providing as many features as possible. If had more time both of performance criteria and wireframes would be important to include as they’d help enforce quality standards and guide design.**

1. Clearly defined and testable acceptance criteria for functionality
2. Story points assigned using planning poker
3. Main tasks outlined (don’t tell the developer exactly how to solve the problem, leave that to them)
4. User story following the “As a <user> I want <feature> so that <value>”
5. Follows INVEST criteria. (Independent, Negotiable, Valuable, Estimable, Small, Testable)
6. The story should be understandable to a client as it’s purpose is to invite conversation with the client.