**Definition of Done of a User Story**

**We have taken the definition of done to mean a story is fully implemented into production. Within our Gitlab project we have a “Done” column for tasks that have met all criteria for being done except being implemented into master. The definition has changed little since it was first defined in week 1 as it was felt it was important to highlight the need for a written code review as part of a task being done.**

* All acceptance criteria met
* Code Reviewed by someone else (put review as a comment with the issue)
* Implemented into master branch
* Passing automated tests (if appropriate)

**Definition of Ready**

**We have taken the definition of ready to mean when a task is ready to enter the sprint-backlog if it’s deemed to be most-valuable for the next sprint. The Definition of ready has seen some improvements seen it’s initial inception in week 1. Mainly the need for tasks to follow INVEST criteria in particular tasks being small and independent. The team added clarification for outlining tasks, to improve team understanding of what’s expected.**

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