**Meeting Stuff**

**Weekly schedule**

Monday – Sprint Retrospective and Sprint Planning after client meeting

Tuesday – Stand-up meeting (10am)

Wednesday - Stand-up meeting (10am)

Friday – Stand-up meeting Client project meeting preparation (10am)

**Working Agreement**

1. “Respect and listen each other’s points of view and seek to understand them” - taken from Cusip guidelines
2. Aim to be on time to meetings – let someone know if you can’t make it (life happens)
3. If you take a story be responsible for getting it completed – ask for help if needed or break it down if you realise it’s too big.
4. Offer help where you can
5. Make constructive criticisms
6. Look out for the team.
7. Use Team’s for communications (Try keep it open when you’re available)
8. Allocate work such that everyone can meet the assessment requirements

**Definition of Done (completely done and dusted)**

Definition of done regarding a user story

* All acceptance criteria met
* Reviewed by someone else
* Implemented into production
* Passing automated tests (if appropriate)

**Definition of Ready (ready for sprint backlog)**

Ready to enter the sprint backlog

* Clearly defined and testable acceptance criteria
* Time estimated using planning poker
* Tasks outlined
* User story following the “As a <user> I want <feature> so that <value>”

**Planned workflow – feature branches**

Feature branching into a development branch

Have a production branch that’s always ready to display