# CHECK-LIST OF *THE MINDSHIFTER:* TEAM & PROJECT.
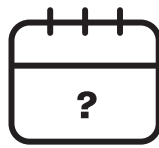
### DAILY

- ☐ Effective Feedback Culture
- ☐ Check-Ins & Check-Outs
- ☐ Updating *SCREAM!* board

### WEEKLY

- ☐ Recording Results
- ☐ Project Evaulation

### MONTHLY / ONCE PER SPRINT

- ☐ Sprint Planning
- ☐ Sprint Review
- ☐ Sprint Retrospective
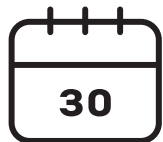- ☐ Personal Development map update

### ONCE PER PROJECT

- ☐ Pick a Product Owner
- ☐ Pick a *SCREAM!* master
- ☐ Pick a Tracker
- ☐ Discuss your organizational culture
- ☐ Divide responsibilities
- ☐ Agree on the tools used for the project
- ☐ Do a personality test, exchange and discuss the results
- ☐ Agree on team rituals to follow

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