Planning structure

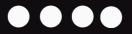
5-10 minute check-in's a couple of other times a day?

do our own energiser/littl e game at some point?

coffee break session/chit chat (5-10mins)

don't get stuck more. than 15





15 minute retro at day? what went well what changes to make to our

Outline everything that needs to be done at the start of the day and in recap discuss

Flow chart style break down of epics and stories

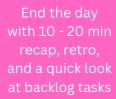
Trello for kanban planning board

Stick to Trello board for tasks the team on what

use git branch to develop a new task

Dedicate a task someone else's code before merging the code to the main

git merging 30



15 minute meeting at the start of each day to discuss who is working on what

have breaks at the same time each day? morning break of 15/20 mins each

celebrate things that have gone well (not sure how we celebrate but yeah)





Recovery Principles

Hold meetings to discuss the issue

No blaming anyone, trust that all of us have done the best of our ability to do well

If we can't make a decision we should do a vote.



Docuss what we have learned from an issue and how we can do better moving forward.

Focus on coming up with a quick solution

everybody should be responsible to fix the problem together, not just one person

use dot vote to make a decision. and roman vote to discuss about certain issue

Make sure we have food/water/rest, life things in place for each of us to work comfortable

make everybody feel that they can speak and be heard.

Taking breathers/ quiet spaces

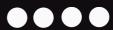
Be flexible and changes in plan







Remind ourselves of the goals for the project/the thing that went wrong at the start of the meeting

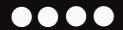


Write down all potential solutions separately then come back together and vote on them so that all voices are heard equally and so that the person who speaks or writes first doens't sway everyone else

define the issue before trying to fix it - people might disagree on what is actually causing the problem!

"Regardless of what we discover, we understand and truly believe that everyone did the best job they could, given what they knew at the time, their skills and abilities, the resources available, and the situation at hand."





TEAM MANIFESTO

Flexibility in work

clear communicat ion, clear instructions & goals

No judgements, and trust that each of us are contributing as best as we can Creating a comfortable space to discuss problems



Each day, take a dedicated coffee break / refresher together. just to talk about other than work things.

Helping each other out, if someone has a weakness support them!

Strong sense of direction

Staying organised with resources





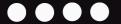


decision making should be democratic, so everyone's voice is heard Make plan, try to stick to the plan. but can be flexible to change a few things. Focusing on team's personal & professional growth (over the end product itself)





People should feel safe to both expose problems and to make mistakes



regular team check-ins to make sure everyone is happy with team communication and direction

