

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
/mindset
session/ chit
chat (5-
10mins)



15-15ethos.
don't get stuck
on something
more. than15
minutes.



15 minute retro at
the end of each
day? what went
well what changes
to make to our
approach the next
day

Outline everything
that needs to be done
at the start of the day
and in recap discuss
what we haven't been
able to complete.



Flow chart
style break
down of epics
and stories

Trello for
kanban
planning
board

Stick to Trello
board for tasks
(use Kanban style)
- to always update
the team on what
you are working
with

use git
branch to
develop a
new task

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

git merging 30
mins
altogether
each day



End the day
with 10 - 20 min
recap, retro,
and a quick look
at backlog tasks

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

have breaks at
the same time
each day?
afternoon and
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.

Discuss 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 accept 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 doesn'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)

Staying on
track,
regular
check ins

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