Initial Team 2 Work Process

Sprint Retrospective:

1. Split up in two parts; Pre-Retrospective and Post-Retrospective
2. Pre-Retrospective on Tuesday before the Sprint Review
3. Post-Retrospective on Thursday after the Sprint Review
4. Discuss what went well and wrong during the sprint cycle (Pre)
5. Discuss what could be done differently to improve (Pre/Post)
6. Discuss conflicts, problems and shortcomings (Pre)
7. Discuss and prioritize solutions (Post)
8. Discuss product owner feedback (Post)

Initial Sprint Planning:

1. First Friday after Sprint review
2. Move unfinished user stories to the new sprint backlog
3. Adjust backlog according to retrospective
4. Oversee DoD (Definition of Done) i.e. acceptance and/or exit criteria and what is expected and required from the user stories or task
5. Begin working with iteration plans (standardized template), i.e. task ownership, estimated hours etc.

Daily Scrum:

1. Every workday
2. Stand-up meetings
3. Update Trello regularly (have percentage indicators for task)
4. Record impediments, to solve in the future

Sprints:

1. Use GitHub issues to report issues
2. Write test concurrently with tasks
3. Keep track of Social Contract violations
4. Pull requests should be approved by at least 2 people
5. Conduct code review as a team once a week (Thursday)
6. Finalize iteration plans at the end of the sprint (Thursday)
7. Create presentation for the product owners based on the sprint (Tuesday before Sprint Review)