**Initial Team 1 Work Process**

Sprint Retrospective:

1. Split up in two parts; the parts are Pre-Retrospective and Post-Retrospective
2. Pre-Retrospective before the Sprint Review; the team discuss how the sprint went
3. Post-Retrospective after the Sprint Review; the team discuss feedback for PO
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 meeting 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 criteria, i.e. 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; via slack if there are no face-to-face meeting
3. Update Trello regularly
4. Use percentage indicators to show task completed
5. Use checklist to show task completed
6. Record impediments, to solve in the future

Sprints:

1. Use GitHub issues to monitor issues
2. Write tests concurrently with tasks
3. Keep track of Social Contract violations
4. Pull requests should be approved by at least 3 people
5. Conduct code review for key users stories as a team
6. Finalize iteration plans at the end of the sprint
7. Create presentation for the product owners based on the sprint retrospective

Tools:

1. Treat warnings as error
2. SourceMonitor; for source code analysis
3. Valgrind
4. Formatter and flaw finder
5. Scanbuild
6. lcov
7. Travis CI
8. Vera++
9. Docker

Roles:

1. Scrum Master: Justinas
2. Quality Guy: Joacim
3. V2V Manager:
4. Social Media Coordinator: Outsource to Boyan