**Weekly Scrums (2x)**

Daily is normal, but due to time constraints, each group is expected to have at least 2 scrums per week.

* 15 minute meeting of the team
* Kanban board must be used for team members to show progress.

Each team member should report:

* What they have done, what they will do, and what impediments prevent them from progressing. The PM should take notes here

After each team member reports:

* Team members should volunteer to help address impediments as they can / appropriate, then coordinate with the person to do it after the stand-up meeting

**Scrum Artifacts**

* Provide a link to a document repository and a link to a configuration management and issue tracking repository where the product and artifacts will be kept and updated so that a record of team member work on the artifacts is visible.
* For example: GitHub should show a record of changes to files and documents with the user who changed them.
* Team members need to submit their own work so that it is easy to see the documents they updated and the product updates they made.
* The instructor periodically checks the GitHub repository and tracks each student’s participation and contributions on GitHub. Note that the GitHub shows the contributors, the distribution and the percentage of the contributions. Each student will also be graded individually based on their contribution on the GitHub. If the instructor decides that a student’s participation in any of the Deliverables is not satisfactory, the student will lose points.
* Provide a link to a Kanban board where team progress may be shown on any day of the sprint