

Scrum Master checklist

- Add team to the slack
- Select and Tech Lead
- Schedule meetings (Webex, Uberconference, Zoom) for all agile ceremonies
- Run all agile ceremonies
- Track the team participation in the project
- For Jira and GitHub issues open tickets for account administration / DevOps issues
- As a team come up with a strategy for doing estimates

Tech Lead responsibilities

- Review code and make sure add code adhere to coding standards
- Responsible for smoke tests
- Coordinate issues related to common framework between teams
- Coordinate efforts with the DevOps teams