**Definition of Done (DoD)**

For tasks required review, assignees, who are actually responsible for the tasks in progress, and reviewers should follow the procedure:

1. Assignees should nominate the appropriate reviewers and make sure that reviewers are aware of the tasks.
2. Reviewers should perform peer review of the tasks, as what we did before.
3. Reviewers should perform testing on the tasks, e.g., Postman Test. It is the assignees’ responsibility to name what kinds of tests should be performed. Make a clear note in **Comment**.
4. Reviewers should perform security checks on the tasks. It is the reviewers’ responsibility to choose the appropriate security check. Make a clear note in **Comment**.
5. If one task did not pass as of the above procedures successfully, reviewers should record what caused the failure in **Comment** (also suggestions if possible), assign that ticket back to the assignees, and make sure assignees are aware of that.
6. When assignees received a ‘**Failure**’ task back from the reviewers, they should make appropriate rectifications. Then, the task should go through Step 1 to Step 5 again, until it meets the **DoD**.
7. If one task passed the peer review, testing, and security check without any issues, this task can be considered as **Done**.

For tasks that do not require review, assignees should write explanations of why in the **Description**. Assignees are **solely** responsible for deciding whether these tasks are done.

**Projects\* Clean-up (Systematic Tasks)**

We should perform clean-up works for every project. However, it is not necessary in every sprint. We should discuss this task in every Sprint Planning meeting. If we think it is necessary, we will create a new ticket against one specific project(s) and finish this task within the sprint.

\*Projects refer to the old, not functioning currently, but still generating expenses internal projects.

**Non-functional Tasks**

We should try to avoid creating non-functional tasks in the backlog and scrum board. Each task created should deliver a certain artifact(s). If a non-functional task is necessary, it should be created as a child-issue under a task that has certain outcomes.