Checklist for Team Leader

For each sprint

1) For any meeting, update meeting minutes. Will be submitted at the end of sprint.

    a. Include the type of meeting

    b. Meeting time and date

    c. What questions were discussed

    d. Which team members provided a solution and state the solution briefly

2) Setting up and coordinating online meetings if needed.

3) Sending emails for scheduling team meeting. Snapshots of the sent emails for scheduling.

4) Sending emails to the product owner for meetings and updates. Snapshots of the sent emails for scheduling.

5) Remind the customer they have a meeting the next day. (don't worry about the time)

6) Is more description needed for any task included in the Sprint Backlog?

    a. Include brief (2-3 lines) details of the discussion and if the sprint backlog was changed.