

## Sprint 1

### Regular Meeting Time

- **Schedule:** Monday, Wednesday, Friday after class (after 12.30 pm CST)
- **Purpose:** Discuss progress, address the roadblockers, plan the next steps for the team and the project, ensure coherency

### Definition of Done

- Code is written according to the team's standard
- Code is tested/ reviewed by peer and approved
- Code is properly tested and documented
- It is integrated to the main branch without any issues
- The customer is satisfied with the work

### Communication Channel

- Use Slack or email for communication

### Team Approach to Work

- Assign work for individual team members
- Keep the team members, TA and the customer updated about the work
- Ask for constant feedback on the work

### Focus and Minimize Distraction

- If the meeting is in-person, set up the meeting at a quiet location with minimal disturbances
- If the meeting is online, each of the team members should be working at quiet place, mute the mic if someone is speaking so that everyone can hear properly
- The team members shouldn't be engaging in any other activities other than the project work when the team is working together to ensure productivity.

### Tools

- Ruby on Rails

### Documentation and Artifacts

- All documents should be stored in Github
- Everyone should have access to the github repository
- Every team member is responsible for maintaining an organized github for easier access for the team

### Transparency in Product and Sprint Backlog

- The team needs to maintain a product backlog with prioritized features, improvements, and bug fixes.

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- The team needs to regularly update the sprint backlog to ensure tasks align with sprint goals.