# Scrum Board Reminder

1. When a team member chooses a task to do from the board (*cf: Tasks Prioritization*), he must self-assign it and move it immediately from the “To do” column to the “in progress” one.
2. Once the team member finishes the developments, he need to

* Commits the sources / Upload the documents.
* Add the change list as a comment on any tracking application like Trello/JIRA.
* Move the task to the “Code review” column.
* Open a ticket with your favorite code review application

1. Once the code review done, the developer in charge of this task must move it to “To test” column and close the code review ticket.
2. The tester in charge of the functional validation must self-assign it, move it to the “Testing” column and check if the developments matches with the specifications:

* In case if the tests pass: he must move it to the “To automate” column.
* In case if the tests fails: he must move it back to “To do” column.

1. The person in charge of the automation tests must self-assign the task and :

* Commits the modifications.
* Create a ticket on the code review application
* Move the task to “Automation review” column.

1. Once the automation review done, the person who did the automation must move the task to the “Done” column and close the code review application ticket.

**IMPORTANT:**

* The board must be updated immediately after every task status change, in order to have realistic reports (Burn Up, Burn Down charts…).

**Tasks Prioritization:**

When moving tasks from one column to an another, please check that the number of tasks in the destination column is not higher than the maximum advised, if so, take this task first in order to improve the tasks workflow process; Tasks must be chosen going from columns on the right to the columns on the left, otherwise, you can start a new one.