

**Create Sprint backlog every week based on template:**

- user story
- task (based on the story- what we need to actually do)
- member responsible for a task
- member the task is assigned to
- estimated number of hours
- the actual effort spent on the task
- whether the task was actually completed
- additional notes

**Stand up meeting**

Everyone talks about 3 different things :

- What have you done?
- What are you going to do?
- Were there any problems?

This happens as often as possible.

It is also not necessary to write everything down but it's recommended.

**Scrum Board**

Already in use on Gitlab.

Should be directly related to the Sprint planning and based off the template.

**Meetings**

Mandatory one on Monday 13:45, this Friday at 1:32. Also part of the group can meet to discuss at other times if needed.