**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.