**Time Management**

1. Determine a Scrum Master for Week 2 (this position will rotate each week).
2. Establish a Team Name to help identify the team.
3. Establish a Kanban board.
4. Establish a time each day for the daily stand up or time which the SCRUM Daily Stand up Form must be completed so the Scrum Master can be made aware of everyone’s progress.
5. Establish a time each week for the team retrospective.