Scrum Master: Aiden

**Daily Standup Meeting Times**  
Daily standups will occur every Mon/Wed after class and another additional time going into the weekend on Fridays at @6pm.

* Friday meetings will be used to set the precedent going into the weekend

**Question Prompts**

Daily Standups question prompts will be the following:  
 “  
 What have you worked on?

What questions do you have about it?

Did you get it revised?

What are you going to work on?

Are you blocked? “

**Scrum Folder Table of Contents**

Sprint Planning:

* This is where we will organize and keep our sprint planning documents.
* Burndown chart is used to measure team performance.

Old Scrum Documents:

* Documents from our previous teams.
* Only to be used as reference.

Backlog Grooming:

* This is where we accept (take in) work from the backlog.
* Team estimates the work's complexity level and effort points.
* We assign an internal due date to work items to be completed during sprint.