

To read information from a file you can use any of the following:

- `file.read()`. This reads everything into one single string (for a text file) or sequence of bytes (for a binary file).
- `file.readlines()`. This reads all the lines into a list of strings.
- `file.readline()`. This reads the next line. When all lines have been read it returns an empty string.

And to write information to a file you can use:

- `file.write(string or bytes)`. This writes the string or bytes to the file.
- `file.writelines(list of strings)`. This writes each of the strings in the list to the file, one after another.

There are more file modes that can be used. See the `python` documentation for more information.

Get the free Daily Team To-do list [here](#) to take your team to the next level!



Scrum To-do List

1. Update list of impediments from daily scrum, email and other sources
 2. Prioritize impediments above
 3. Consider any team impediments
 4. Create sprint report to add impediments to sprint
 5. Pass up any information building up sprint backlog, what party supplied with info
 6. Consider team burn down and task board and ability to team work
 7. Arrange meetings and team tasks to coach any new or needy team members, product owners or stakeholders
 8. **NOTE:** When to learn how to replicate your team's productivity, get them solving their own issues and get them planned for the day? [Check out the Scrum To-do List](#) to see the team the steps you MUST need to coordinate and communicate with your team every day! Get your Scrum To-do List [here!](#)

Learn more ->
 15 Minute Meeting
 With Organize Your Team
 and
 Increase Your Productivity
 Today!



Download Now

Download the FREE Ebook
(Limited Time Offer)
Download The Team to
Manage Your Team