Team Project Work Plan

1. Students are assigned to teams by a client manager.

2. Each team is given a separate Slack channel.

3. The team must complete the following setup tasks:

   - Choose a team name;
   - Select a **Team Lead**;
   - Select a **Scrum Master**;
   - Analyze the project materials provided.

4. Participate in the introductory webinar: **"Project Kickoff. Planning with a Mentor."**

5. The Scrum Master must set up the **Trello board** and invite all team members to it.

6. The team must distribute tasks among all project participants.

7. Each member works on their assigned task and updates the task status in a timely manner during its execution.

8. If technical questions arise, team members should contact the **Team Lead**.

9. The Team Lead communicates with the **mentor** if issues arise that the team cannot solve internally.

10. The team organizes a daily **Stand-Up meeting** lasting 15–20 minutes.

11. Each tester must attend the Stand-Up and answer the three standard questions:

    - What did you do yesterday (or today)?
    - What will you do today (or tomorrow)?
    - Do you need any help?

!!!Important!!!

During the Stand-Up, the team **does not immediately address** problems that require help. These are only discussed briefly so the whole team understands the progress and context of each task. After the Stand-Up, the tester who needs help can remain and discuss the issue with a knowledgeable team member or with the Team Lead.

Interim Deadline

By the specified deadline, the **Team Lead** must submit a link to the finalized **Bug Reports** and **Checklists** from the entire team to the project mentor for review.
After reviewing, the mentor provides feedback to the Team Lead. If necessary, each team member selects a task to revise based on the feedback.