**Definition of Done**

**Task Level**

* Someone has reviewed the task with a comment that the task is OK to complete (if not, provides review comments and reopens tasks).
* Code or test has been committed (if applicable).
* Reviewer / 2nd reviewer completes the task.
* All time is logged that needs to be logged to the task before it is completed.
* For bugs, a QA signoff is required.

**Story Level**

* Clear and demonstrable acceptance criteria that reflects the story’s title will exist.
* A task to update documentation, a testing task (at least manual), and a demonstration task exist.
* Testing has been executed using an upgraded database (BA database) and a newly created database (fitnesse data).
* Joe and Mike have both reviewed and given a sign off comment on documentation tasks (just Mike needed for approach).
* Both Joe and Mike have signed off on the demonstration. Demonstration demonstrates to the acceptance criteria and calls out the use cases/requirements this covers totally or partially covers. The demonstration will be done on a BA database. When the demonstration is complete, the story can be closed.
* All major or critical bugs are complete. If no time remains in the sprint, minor bugs can be moved out of the story.

**Epic Level**

* All stories are complete, which indicates all requirements have been met and all use cases can be demonstrated (some common sense leniency will be furnished if a standard product bug exists and is in the bug queue.
* All new feature bugs are complete.
* PMG, Mike, Joe and Customer will all have signed off on the feature.
* Feature is green on the CI since last commit
* A set of critical manual tests will have been executed following the last commit