**CO2201 Sprint Zero (Group 4)**

# **Definition of Done**

1. *Code completed.*
2. *Code reviewed.*
3. *Requirements met.*
4. *Function tested against acceptance criteria.*
5. *Team members are satisfied with the completion of user story.*
6. *Documentation written i.e. use of comments etc.*

# **Questions for the Client**

1. *What Do and Don't You Need?*
2. *What Problems Are You Facing?*
3. *Who Are the Decision-Makers, and What is the Approval Process?*
4. *What Are Your Expectations?*
5. *What Would You View as a Success?*
6. *What do you want completed by the next meeting?*
7. *What IDE would you like us to use?*
8. *What features are you looking for?*
9. *Who is the target audience?*

# **Group Rules**

1. *Keep a positive attitude toward the team, individual members, projects and course.*
2. *Be on time for all team meetings.*
3. *Be honest with any team member who is not pulling her/his weight.*
4. *Treat each other with respect.*
5. *Confront issues directly and promptly.*
6. *Play an equal role in the team by contributing equally to tasks.*
7. *Be transparent if you are struggling with a feature.*
8. *Be patient with alternative viewpoints.*
9. *Only include features that the majority of members agree on.*
10. *Inform a team member if unable to attend a meeting.*
11. *Set deadlines for each deliverable in advance of due date to allow for collaborative revisions.*
12. *Rotate scrum roles so each person gets experience with each agile aspect.*
13. *Provide constructive criticism for improvement in a non-judgmental language.*
14. *Help one another with difficult or time-consuming tasks.*
15. *Use GitLab to update/review code and documents.*
16. *Use comments for code when necessary.*