Sprint Goal	Definition of Done	Changes/Issues	Status	Notes
Current team members have submitted paperwork and scheduled fingerprint appointments	Existing team members have submitted paperwork and scheduled fingerprint appointments if needed		Done	**7/7:** team members have submitted paperwork. No one has scheduled fingerprint appointments (that needs to) yet but MO Onboarding is trying to use existing fingerprints for previously onboarded teammembers so that we can skip this step. **7/14:** We are using existing fingerprints for Josh M., Ken H., Brenda, and Ken Li. Chris T. has scheduled his fingerprint appointments
Current engineers have set up local environments	Existing engineers have Andriod build setup, IOS build setup, and have accounts with Google Play, Apple Store, and Firebase	Blocked on completing some set up steps until onboarded to VA	In progress	**7/7:** All engineers (5/5) have their Android build setup. Most engineers (4/5) have their iOS build set up. John M and Ryan M have received Firebase invites. **7/14:** John M and Ryan have both successfully created accounts and have Google Play and Firebase. Both have received Apple Store invites.
Team is aligned with POs on vision/ immediate priorities to tackle once we have team access	Team knows what veteran-facing value issues to prioritize for Sprint 2 and beyond.		Done	**7/14:** Team met with Don and Ryan on 7/12 to review backlog management process and align on priorities
A GitHub sprint tracking process is defined	Drafted process for managing backlog and tickets		Done	**7/7:** Brenda, Becca and Josh have drafted a list of: Backlog Management Steps, Guiding Principles for tracking Sprint work, and a User Story Template. We will share this out prior to the meeting on Wednesday. **7/14**: Team met with Don and Ryan on 7/12 to review backlog management process and align on priorities
A device matrix is defined, and test device procurement process has begun	Device Matrix is defined and team able to move forward with procureing devices		Done	**7/7:** A device matrix has been defined, and shared with MO's finance/procurement team for initial review before sharing out with the wider group and finalizing. **7/14:** Device Matrix finalized
Updated staffing plan per platform vision	Staffing Plan shared with and approved by PO. Team able to move forward with hiring.		Done	**7/7:** A preliminary team staffing plan has been drafted. This is still being discussed and finalized before broader share-out. **7/14:** Staffing plann approved by POs and team moving forwrad with hiring