

- 1. Estimate requirements
- 2. Prioritize requirements

#### Team Work

- 1. Identify individual work
- 2. Verify confusions
- 3. Communicate and coordinate

# **Team Meeting**

- 1. Report individual work progress
- 2. Report issue founded
- **3. Generate new task based on issues**

## **Client Meeting**

- 1. Discuss new issues founded
- 2. Confirm deliverables and release if needed
- 3. Clarify tasks for next sprint

### **Sprint Review**

- 1. Summarize work and progress
- 2. Review burnup chart and backlog
- 3. Record work time



# **Adjust Plan**

1. Adjust plan or milestones if needed