1. The code has been commented and meets code standards.
2. The code has either been pair-programmed or reviewed by another member of the team.
3. All code and other documentation is checked into the GitHub repository.
4. The product has been thoroughly tested.
5. Any relevant user documentation has been created and committed to a Sprint folder in GitHub.
6. The product meets the client's requirements and has been signed off by the client.
7. All bi-weekly Sprints on Trello are completed.
8. Everything has been turned into Canvas (when applicable).