The following activities need to be finished in order to consider a task completed, and moved to the “Done” state. All activities should apply unless a mentor has approved it.

**Story Details**

* Story name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Brief description of story**

**Implementation**

* Code is present in GitHub with branch name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The design is documented with subsystem and command design forms, and those forms are stapled to this checklist

**Testing**

* Test cases are defined in design forms
* Test cases have been executed and issues corrected
* Test was run on test bench
* Test was run on test system
* Test was run on final robot

**Code Review**

* A pull request was created in GitHub
* The code has been reviewed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The code contains comments
* The code does not have “magic” or hard coded numbers
* The code is small (10-15 lines)
* The code implements the design
* The code interfaces with the hardware and other code properly
* The code conforms to the coding standard

**Merge / Release**

* The pull request was merged into the main branch in GitHub
* The new merged main code is labeled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures**

**Team Member Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mentor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Definitions**

**Design** - Document the design in a flow chart or sequence chart or state diagram. The design explains what the software is supposed to do, and how it is working. You can create the design using word or a program. Or, you can draw it on the white board, and take a picture of it. Save the designs in the programming shared folder->Design.

**Code Reviewed** - The code has been reviewed and any issues that have been identified have been corrected. Use the team’s coding standards. A mentor should be included in the code review

**Code put under Configuration Management** – The code should be put into GitHub.

**Test cases defined** – There should be a list of tests to perform on the code that ensure that the software will (a) correctly perform the new function (b) test error conditions, and (c) regression test, that is, ensure that existing features still work – were not “broken” by the new code changes.

**Test cases executed**– Run the test cases, and identify the bugs.

**Bugs addressed** – Ideally, we should fix bugs, but sometimes a bug may take a long time to fix or be a lower priority, and will need to be added to the backlog. Check with your mentor before adding a bug to the backlog.