Every Day

* Daily Stand-ups over slack
  + Status every task in Jira, ensure progress is occuring. Confirm against due date. Rationalize current progress vs. expected progress and completion date. Make sure all issues preventing achieving planned completion date are removed. Ensure people working task are still committed to completion date.
  + Include what you are working on overall (feature, overarching tasks, etc.), potentially a task id
    - This should be written in parallel with what is entered on Jira
  + Include what smaller task you worked on the day prior, if any, or nothing if nothing was worked on the day prior (this will happen, it’s ok)
    - EG “Programmed script for setting up S3 bucket on Amazon AWS”
    - *Also try to include how long you spent. This will be effective for time tracking and visibility. See next big bullet for details*
  + Indicate what you plan on working on for the current day
    - It’s also OK if you have nothing planned for the current day as we all have busy schedules. This is why including the overall feature/task from Jira is helpful, to let others know what you will be working on
  + Specify any blockers to your progress
    - Also indicate whose responsibility it is to resolve said blockers. This could be Bizcloud, yourself, another team member etc.
    - “Parking Lot” - any blockers, you can ask questions in this slack channel for after standups, etc.
  + Give an estimate percentage of progress if you have a good idea of what it may be; especially useful for larger tasks
    - Would help for visibility in Jira
* Ensure you are up to date on your time tracking for the day. Try to make sure this is taken care of before Daily Stand Ups for the next day.
  + Ensure Jira is updated before end of stand-up
  + This was a weak spot for us last semester, doing this and keeping on it should help remedy that.
  + I (Matt) can also check everyone’s hours daily, make sure work is reflected on the hours tracking VS the stand-up, give reminders, etc.

Meetings

* Tuesday
  + Ensure agenda is published prior to meeting
  + I think it would be best to use Tuesdays as sort of a review/get-together to discuss what has been done so far and what needs to get done before we deliver Thursday. This way we can assess what still needs to get done in order to be effective with our meetings with Bizcloud.
  + Following this can be more of a workshop for those who need to code or work together but this may not be mandatory for every member.
    - A lot of our Tuesday meetings were spent sort of floundering around without really having a direction. Sometimes we worked on stuff in person, sometimes we didn’t, sometimes not everyone was necessary for work, etc.
* Thursday
  + Ensure agenda is published prior to meeting
  + Obviously our meeting with Bizcloud. Should go as such:
    - For those available, meet 10-15 minutes early to prepare
      * Send Bizcloud our 4-up if they can’t make the meeting
      * If we **need** Nagesh, make sure to email them prior to the meeting.
      * Send a reminder to them before the meeting that we are meeting
    - Go over 4-up
      * Progress, what’s been done in the past week
      * Are we confident we will deliver for the end of sprint / status update
      * If it is the end of sprint, Did we accomplish our goals?
    - Discuss what we plan on delivering for the next week
      * Possibly discuss overall sprint plan and what we are moving towards for a certain sprint
    - Risks
      * This needs to be evaluated. A lot of entries are statements that might not be “Risks” by themselves - might be beneficial to include a sub-bullet to explain why this could impact our progress in some form. Currently it feels like it would be more like a “Blockers” or “potential Blockers”
    - Needs
      * Often seems to turn in to more notes than needs. I’d say we should keep this more to what we need from Kal for some reason or a sponsor. This is really where blockers would come in to play. Any task for a team member to complete resulting from this should be put in to Plans, and could be indicated that it is separate from our already set plans for the following week as well as that it satisfies a Need
    - Demo
      * Demos will take place the week after a sprint has been completed
      * Any progress can be shown off here if any.
  + Review
    - Create a plan of attack for up to next Tuesday or next planned meeting
  + Following this can be more of a workshop for those who need to code or work together but this may not be mandatory for every member.
* Sprint post-mortem / Planning meeting - Fridays at 9:00AM
  + Wrap up sprint, what went well, what didn’t
  + Plan for next sprint
    - Assign items to a sprint
    - Assign owners to items
    - Assign story points to items
      * Point poker
* Live Integration
  + Most often can be done following meetings on Tuesdays if no other time is available. Dates can be set up before this if scheduling permits, and these dates will be used when they are necessary to complete Stories for a sprint.
* “Hack” days - As necessary

Updating the website

* Update the SE website weekly on Thursday before 5:00PM

**We all need to pay a little more attention to Slack. Process will not work if people are unresponsive. You should be checking slack when you get up, before you go to bed, and throughout the day every 3-6 hours. Make sure to have notifications turned on.**