**Definition of ready**

* User story can be taken into a sprint
* The sprint backlog is prioritized
* No hidden work
* All team members have calculated their capacity for the sprint
* Full time story = x hours per days
* All user stories meet Definition of Read

**Definition of done**

* Tests written and passing
* Continuous Integration build passing

- Acceptance criteria met

- User story is confirmed by the owner

- Quality standards met