Stand-ups  
The process we are following is effectively a complete design cycle run in three 2-week sprints.  
You will conduct stand-ups in weeks 8 and 10 to discuss your current work and re-plan future  
milestones. These meetings aim to be intentionally short, to the point, and focus on getting  
things done. Stand-ups are now commonplace within industry, and graduates are expected to  
be proficient at the process. While they may seem like a distraction from the assignment  
process, their aim is to make sure that work is spread across the semester. Additionally, this  
allows team members to work independently, and report back in a timely fashion. A few hints:  
● Stand-ups should be short & will include a member of teaching staff to provide  
additional advice/direction.  
● Stand-ups should not require any more than a few minutes to organise your thoughts.  
● Each team member must speak equally, discussing what they did since the last stand-  
up, and what they will do before the next one.  
● Use the documentation of your process & work completed on Github to help discuss &  
illustrate what has been done.  
● Discuss any issues or changes to plans  
● Document what has happened after the sprint, take some time to capture the state of  
the project and identify the next stages of work.