Definition of Ready

* Work item has a description
* Work item has linked issues, if applicable
* Work item has an epic link and designated sprint
* Work item has been given a time estimate
* Work item has been assigned a priority level, as opposed to story points
* Work item is testable
* Work item is “small” in that it can be completed within the current sprint
* The planned deliverable adds value to the project

Definition of Done

* Acceptance criteria has been met
* Team members have indicated agreement with status of item/story
* All test cases have been executed, with no remaining bugs
* Time has been logged
* All of the story’s sub-tasks are marked as “done”
* Code has been pushed to Github Master branch
* Artifacts created and published, if applicable