

BETWEEN PM MEETINGS

Immediately after your PM meeting, you need to update any tasks and stories the PM assigned to you:

- If you are not listed, add yourself to "Members" area of the tasks/stories;
- Verify the tasks/stories are labeled correctly (including with the current sprint);
- If the tasks/stories are in the "Backlog" list, move them to the "Planned" list.

Soon after your PM meeting, go back through your scrum board and be certain to fix the titles, tests, or formatting in any of your assigned tasks or stories to which your PM added a "Revise Title", "Revise Tests", or "Revise Issue" label. Make certain that your daily status update in Discord describes the changes you made.

When starting work on your task, you will take steps to make certain you do not need to go back and redo your work:

- Move the task you will be developing from the "Planned" to "In Progress" list;
- (If not a research task) Double-check that the task is connected to the user story;
- Re-read the task tests. Clarify any task tests that are not clear and add any tests that might be missing;
- If the task will require commits to your repo, create a branch from "Develop" and link the task to your branch.

Every day between meetings, you will need to provide updates on your progress in your team's Discord. These updates should include:

- The progress you made on any task(s) you worked on over the previous day. Any work you completed should be committed so your PM can track your progress;
- Any problem(s) or issue(s) you encountered in completing your tasks;
- If you think that there might be issues over the next day, describe the anticipated problem(s) or issue(s);

If you discover a bug in an already completed task or story, you need to document your efforts to fix it:

- The task and/or story should be moved back to the "In Progress" list;
- Add AT LEAST 1 TEST to the task/story. The test(s) should expose the bug(s) you found;
- Update the branch(es) to the current code base and commit your bug fixes to the repo;
- **AFTER** the work is completed and committed, the tasks/stories are moved to the "Testing" list;
- **AFTER** running and passing both the old and new tests, the branch is merged to "Develop" and the task/story is moved to the "Completed" list.

When you think your task/story is complete, it is important to communicate this AND build your teammates' confidence in your code:

- Move the task/story to the "Testing" list;
- Run all of the tests EXACTLY how they are written. If you need to do work that is not listed in the tests, add the missing details/steps to the test;
- Methodically run through each of the tests and verify that you observe the expected outcome;
- **If all the tests pass**, move the task/story to the "Completed" list and merge the branch back to "Develop";
- **If one or more tests fail**, move the task/story back to the "In Progress" list and start debugging your code.

BEFORE PM MEETINGS

You are expected to complete all of your assigned tasks and stories by the deadline set by your PM. **Completing your tasks means:**

- Tasks and stories were updated with proper labels & assignees. You also must have fixed the problem(s) on any of your assigned tasks or stories which have a "Revise Title", "Revise Tests", or "Revise Issue" label. The PM will remove these labels;
- Tasks & stories were moved into the "In Progress" list when you start working on them;
- Acceptance and task tests are valid and additional tests, if needed, are added to the task/story;
- For each task requiring commits, a branch was created in the repo, the task was linked to the branch, and all of your work was committed to the branch;
- Providing **DAILY** updates on your progress in the proper channel on the team's Discord.
- **AFTER** the work was completed and committed, the tasks/stories are moved to the "Testing" pipeline;
- **AFTER** running and passing all of the tests, the branch is merged to "Develop" and the task/story is moved to the "Completed" list.

If you cannot complete all of your assigned work, you must notify your entire team (including the PM) well before your meeting.

Make certain your notification explains the issue(s) preventing you from completing your assigned work. You should also send a message to the PM using your Discord updates to document your efforts and what you have done to solve this issue.

BEFORE SPRINT GRADING MEETINGS

You are expected to complete all of your assigned tasks and stories by the deadline set by your PM. **You and your team will also need to prepare the repo, scrum board, and application to properly reflect that the grading meeting is a release of software.**

- Meet with your PM and have them go through your scrum board to mark all completed work as closed. All *completed* work must be closed by the sprint grading meeting;
- Branches created for completed/closed tasks should be merged back into “develop”;
- Your PM will merge the “develop” branch into “main”;
- Code from the “main” branch is then checked out and installed on the system on which it will be run during the demo.

Each sprint is graded by demoing your product for the product manager/client. For each sprint, you should only demo the code in your repo's **main** branch. For the first sprint, you can run your demo using a simulator or localhost. For all other sprints, the demo **MUST** be run on the webserver, mobile device, or other appropriate hardware.

The product manager/client will be responsible for choosing and running the acceptance tests from user stories which were completed during the just-completed sprint. The product manager/client will also choose task tests to run from the tasks completed during the current sprint. The product manager/client can choose to run these tests on their own OR ask a team member to run the test case. In addition to these tests, the product manager/client can test issues using other inputs to verify they correctly handle overlooked cases.