SCRUM BOARD

There are no formal rules for how a Scrum board should look. There isn't even a requirement that there should be a board where work is visualized, just a requirement that the developers know how things are going. Using a board is however a good idea, and when having one, this is the most common and simplest design.

Unplanned urgent work is normally not allowed to influence the sprint. If needed, use an agreed process to handle it, and make the cost and the work visible.

When a story is **DONE** it means that it should be done according to the **Definition of Done.** This includes writing tests, testing, creating documentation, etc. **DONE = NO DEBTS!**

When all activities are done, the story should be **DONE**. Insights that more (or less, or other) activities are needed may surface during the sprint.

Limit the amount of stories and activities in progress at the same time. Collaborate ("swarm") around the stories and select the activities so that everyone on the team can contribute.

Focus on finishing, not on starting!
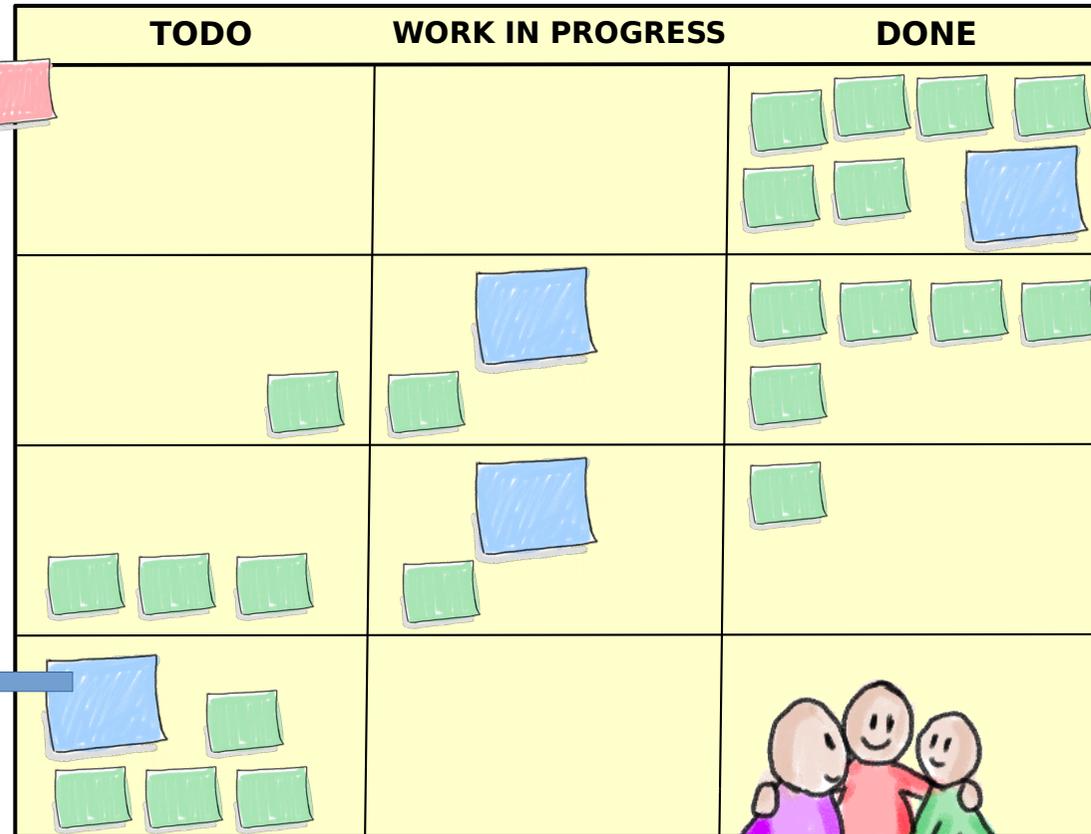
THE PRODUCT BACKLOG:

READY:

Each selected sprintable ("Ready") story from the back-log becomes a large sticky note.

NOT READY:

Don't forget to plan for refinement so that stuff that is not ready becomes ready.

TODO	WORK IN PROGRESS	DONE

Activities needed to implement the story are decided on the sprint planning and written on smaller sticky notes.

Meet at the same time and place every day, for at most 15 minutes. Suggestion: **Stand up!**

A Scrum Master is not required but can be there to help if asked to.

What have we done? What will we do? Are there impediments? **DO WE NEED TO CALL THE PRODUCT OWNER?**