At the beginning of the day

Prepare the standup meeting

1) Open the "Standup notes & tickets approach" document of the corresponding week.

2) Write down your speech under *What I'm going to say on my standup meeting* section.

3) Write down your 'design' or 'strategy' of implementation under *What is my approach of the tickets I'm working on* section.

4) Write down whatever is hampering or obstructing your implementation under the *Blockers* section.

During the day

When doing a Pull/Merge Request

1) Update board's issue pointing to the PR you just did.

2) Assign the issue to someone else to do code review

3) Update, if necessary, the ticket approach.

Do comment your code

The comments should

- explain things which require significant effort to derive or

- explain why instead of what.

Quick review new PRs done by your teammates

At the end of the day

Update your daily logbook

```
|date|time|Activity

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|March 2nd|10:00|Start ticket 747

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|March 2nd|13:00|PR of ticket 747

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