

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
=====
|March 2nd|10:00|Start ticket 747
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|March 2nd|13:00|PR of ticket 747
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```

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