

# Agile for Physical Products Checklist

## [ ] Set up board for tasks

*You need a board to hold your tasks. Whether it is a [physical board](#) or Digital board like [Trello](#) or more advanced [Jira](#) .*

## [ ] Schedule sync meeting with your team

*I meet once a day (in the morning), we talked about what we did yesterday, what we are going to do today. We use Google Hangouts and Zoom for remote team members.*

## [ ] Schedule planning meeting

*Get your team to come together and plan your work. Write tasks together and add them to the board, make sure everyone understand the full scope of every task.*

## [ ] Schedule a retrospective meeting

*After a week or two of hard work, you need to gather your team to look back, see what was done well, what was done poorly, learn from your mistakes. This is the only way you can grow.*

## [ ] Schedule internal demo

*It is important that everyone sees what everyone else was working at. Set time every 1-2 weeks to get together and showcase your work, discuss it and give feedback to each other, also share learnings!*

## [ ] Onboard your Team

*After you are ready with the process, you need to onboard your team on it. Talk to your team members and explain to them new process. Don't forget to explain WHY it is important!*

## [ ] Setup place for documentation

*Document the process itself, also make a rule so when every new decisions is made, it is documented into a common place. By documenting something once - you save your time in the future ! You can use Google Drive for your documentation to start, if you want more advanced Wiki try Confluence.*

## [ ] Schedule Free Consultation With Me

*I know that all of this can be overwhelming. I spent years mastering this! I also know that your time is valuable, so let me take care of setting up the process for you! I want to offer you a FREE consultation, for you task any questions you have, and for me to explain to you how I can help your business! Should me an email:*

*[anatoly@defineagile.com](mailto:anatoly@defineagile.com) with subject: Consultation and your availability, and I will set something up right away!*