**AGILE DOCUMENTS**

**Document 1 – Definition of Done –**

It indicates the acceptance criteria and quality criteria for a project. As a team we discussed, and we agreed upon certain criteria for this project. In this project the checklist for DOD are as follows –

* All the user stories have been completed with respect to acceptance criteria.
* There is no error in the code.
* The entire unit testing has been done, and it has passed the test.
* The application developed has been tested on both desktop and mobile.
* All the quality checks have been performed, and the application is error free.
* Any change requested has been document and reviewed upon.
* All the related documents have been updated so no feature is left out.
* All the features to be developed to be accepted by Product Owner.
* Project deployed successfully and management acceptance received for the same.

**Document 2 – Product Vision**

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| --- | --- |
| **Scrum Project Name:** | UNO SMS Messaging Platform- Reporting feature |
| **Venue:** | Bangalore |
| **Date:** | 01-03-2025 |
| **Start time:** | 01-03-2025 |
| **End time:** | 30-09-2023 |
| **Duration:** | 6 months |
| **Client:** | ABC Telecom |
| **Stakeholder list:** | Product Management Team |
| Business Analysts |
| Development Team |
| Telecom Operators & Enterprise Clients |
| Security Team |
| Customer Support Team |
| **Scrum Team** | |
| **Scrum Master:** | Abhinav thakur |
| **Product owner:** | Rahul Kumar |
| **Scrum Developer 1:** | Juhi Sharma |
| **Scrum Developer 2:** | Akash Jain |
| **Scrum Developer 3:** | Priti Singh |
| **Scrum Developer 4:** | Suyash Jain |

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| The vision is to transform the UNO SMS reporting module into a real-time, intelligent, and customizable analytics platform that provides actionable insights, allowing telecom operators to optimize SMS delivery, campaign performance, and compliance tracking effortlessly. | | | |
| **Target group** | **Needs** | **Product** | **Value** |
| Telecom Operators managing large-scale SMS delivery and monitoring. | Eliminates delayed reporting by enabling real-time analytics. | A next-gen reporting module integrated into the UNO SMS Messaging Platform with: | Enhances customer satisfaction by providing deeper, more actionable insights. |
| Enterprises using bulk SMS for marketing and customer engagement. | Reduces manual effort by providing automated, customizable reports. | 1) Real-time dashboards for monitoring SMS performance. | Increases competitive advantage with AI-driven predictive analytics. |
| Financial Institutions & E-commerce requiring message tracking for authentication and notifications. | Provides AI-driven insights to optimize SMS delivery timing and engagement. | 2) Customizable reports for different business needs. | Drives revenue growth by enabling better SMS campaign optimization. |
| Network & System Administrators – Monitoring SMS traffic, delivery issues. | Enables seamless integration with external BI tools and CRMs. | 3) AI-driven analytics for predictive insights. | Reduces manual effort for data analysis and reporting. |
| Marketing Teams – Tracking campaign performance. | Faster decision-making with real-time reports. | 4) Seamless API integration with external BI tools and CRMs. | Improve data accessibility and reporting efficiency. |
| Business Analysts – Deriving insights for strategy optimization. | Operational efficiency through automation and AI-powered recommendations. |  | Expand market reach by offering advanced analytics capabilities. |
| Customer Support Teams – Handling customer delivery complaints. | Increased revenue opportunities by optimizing SMS campaign performance. | Real-time reporting to avoid delays in insights. | Reduce support costs by enabling self-service reporting for clients. |
|  |  | Custom dashboards & filters for user-specific analysis. | Subscription-based model for enterprise clients needing premium analytics. |

**Document 3: User stories**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **User Story No** | **Tasks No.** | **Priority** | **Value Statement** | **BV** | **CP** | **Acceptance Criteria** |
| UNO-REP-001 | 5 | High | As a user, I want to view a real-time SMS reporting dashboard so that I can monitor SMS delivery metrics. | 500 | 8 | The dashboard should update data every 5 seconds and display SMS delivery, failure, and pending counts. |
| UNO-REP-002 | 4 | High | As a user, I want to generate customized SMS reports so that I can analyze trends for different campaigns. | 500 | 13 | Users should be able to filter reports by date, sender ID, and status. |
| UNO-REP-003 | 6 | Medium | As a user, I want to schedule automated reports so that I receive insights without manual intervention. | 200 | 5 | Users should be able to set report frequency (daily, weekly, monthly) and receive it via email. |
| UNO-REP-004 | 5 | High | As a user, I want interactive data visualization so that I can analyze trends efficiently. | 500 | 8 | Charts should support drill-down analysis and dynamic filtering. |
| UNO-REP-005 | 4 | Medium | As a user, I want an alert system for low delivery rates so that I can take corrective action. | 100 | 5 | Alerts should be triggered when delivery rates drop below a set threshold. |
| UNO-REP-006 | 5 | High | As an admin, I want to track user access to reports so that I can ensure security and compliance. | 500 | 8 | The system should log user access history and display it in an audit trail. |
| UNO-REP-007 | 6 | Medium | As a user, I want to compare SMS campaign performance so that I can optimize future campaigns. | 200 | 13 | The system should display side-by-side comparisons of multiple campaigns. |
| UNO-REP-008 | 4 | Medium | As a user, I want to drill down into SMS logs so that I can investigate individual messages. | 100 | 5 | Users should be able to view message details, including timestamps and status. |
| UNO-REP-009 | 5 | High | As a user, I want integration with analytics tools so that I can perform advanced analysis. | 500 | 8 | The system should support API integration with Google Analytics and Power BI. |
| UNO-REP-010 | 6 | High | As an admin, I want role-based access control so that I can limit report access. | 500 | 13 | Users should only see reports based on their assigned roles and permissions. |
| UNO-REP-011 | 5 | Medium | As a user, I want to download reports in multiple formats so that I can use them in external tools. | 200 | 5 | Users should be able to download reports in CSV, Excel, and PDF formats. |
| UNO-REP-012 | 4 | Medium | As a user, I want to filter SMS reports by country/operator so that I can analyze regional trends. | 100 | 5 | Reports should allow filtering based on country, operator, and SMS type. |
| UNO-REP-013 | 6 | High | As an admin, I want to enforce data retention policies for reports so that I comply with regulations. | 500 | 8 | Reports older than the configured retention period should be automatically archived or deleted. |
| UNO-REP-014 | 5 | Medium | As a user, I want to search reports by keyword so that I can find relevant data quickly. | 200 | 5 | The system should provide a search bar with auto-suggestions for report titles and contents. |
| UNO-REP-015 | 5 | High | As a user, I want multilingual support for reporting so that I can use the system in my preferred language. | 500 | 8 | The system should support English, Spanish, and French language options. |
| UNO-REP-016 | 4 | Medium | As a user, I want to set up scheduled alerts for SMS performance so that I stay informed proactively. | 200 | 5 | Users should be able to configure email and SMS alerts for key performance indicators. |
| UNO-REP-017 | 6 | High | As a user, I want to export historical data so that I can review past performance. | 500 | 8 | The system should support data exports for up to 2 years. |
| UNO-REP-018 | 5 | Medium | As a user, I want to generate error reports so that I can troubleshoot delivery failures. | 200 | 5 | Reports should categorize errors by failure reason and message type. |
| UNO-REP-019 | 4 | Medium | As a user, I want to generate a summary report so that I can quickly review key statistics. | 100 | 5 | The report should include total messages sent, delivery rates, and failure counts. |
| UNO-REP-020 | 5 | High | As a user, I want an API for fetching SMS reports so that I can integrate with other platforms. | 500 | 8 | The API should support JSON and XML formats with authentication. |
| UNO-REP-021 | 6 | High | As an admin, I want audit logs for report modifications so that I can track changes. | 500 | 13 | Audit logs should capture the user, date, and changes made. |
| UNO-REP-022 | 5 | Medium | As a user, I want a dark mode for the reporting interface so that I can reduce eye strain. | 200 | 5 | Users should be able to toggle between light and dark themes. |
| UNO-REP-023 | 4 | Medium | As a user, I want to see hourly SMS delivery stats so that I can track performance fluctuations. | 100 | 5 | Reports should show hourly breakdowns of messages sent, delivered, and failed. |
| UNO-REP-024 | 6 | High | As an admin, I want to set data access policies so that I can manage security. | 500 | 8 | Policies should control access based on user roles and locations. |
| UNO-REP-025 | 5 | Medium | As a user, I want a mobile-friendly dashboard so that I can access reports on the go. | 200 | 5 | The UI should be responsive and optimized for mobile screens. |
| UNO-REP-026 | 4 | Medium | As a user, I want to receive automated anomaly detection alerts so that I can respond quickly. | 100 | 5 | The system should detect and notify users of unusual spikes or drops in SMS traffic. |
| UNO-REP-027 | 5 | High | As a user, I want to access archived SMS reports so that I can analyze historical trends. | 500 | 8 | Users should be able to retrieve and view reports from the past 24 months. |
| UNO-REP-028 | 6 | High | As a user, I want SMS report templates so that I can quickly generate frequently used reports. | 500 | 13 | Users should be able to save and reuse customized report configurations. |
| UNO-REP-029 | 4 | Medium | As a user, I want to download graphical reports as images so that I can share them in presentations. | 100 | 5 | Users should be able to download charts in PNG, JPEG, and PDF formats. |
| UNO-REP-030 | 5 | High | As a user, I want a summary dashboard for multiple accounts so that I can manage various clients efficiently. | 500 | 8 | Users should be able to switch between different accounts in a unified view. |
| UNO-REP-031 | 6 | High | As an admin, I want to restrict SMS data exports based on roles so that I can enforce security policies. | 500 | 13 | The system should allow setting export permissions per user role. |
| UNO-REP-032 | 5 | Medium | As a user, I want SMS campaign benchmarks so that I can compare my performance with industry standards. | 200 | 5 | The system should provide average delivery rates and response times for benchmarking. |
| UNO-REP-033 | 4 | Medium | As a user, I want predictive analytics for SMS performance so that I can optimize future campaigns. | 100 | 5 | The system should provide AI-driven insights based on historical data. |
| UNO-REP-034 | 6 | High | As a user, I want to set delivery time preferences for reports so that I receive them at a convenient time. | 500 | 8 | Users should be able to schedule report delivery at specific hours of the day. |
| UNO-REP-035 | 5 | High | As an admin, I want a performance monitoring dashboard so that I can track system uptime and latency. | 500 | 8 | The dashboard should display uptime, response times, and error rates. |
| UNO-REP-036 | 4 | Medium | As a user, I want sentiment analysis on SMS responses so that I can gauge customer reactions. | 100 | 5 | The system should categorize SMS responses as positive, neutral, or negative. |
| UNO-REP-037 | 5 | High | As an admin, I want to enforce multi-factor authentication for report access so that I can improve security. | 500 | 8 | Users should be required to use an additional verification step for login. |
| UNO-REP-038 | 6 | High | As a user, I want scheduled maintenance notifications so that I can plan for system downtime. | 500 | 13 | Users should receive alerts about upcoming maintenance at least 24 hours in advance. |
| UNO-REP-039 | 5 | Medium | As a user, I want to view real-time SMS costs per campaign so that I can track budget usage. | 200 | 5 | Reports should display cost breakdowns per SMS, campaign, and country. |
| UNO-REP-040 | 4 | Medium | As a user, I want bulk report downloads so that I can process multiple reports efficiently. | 100 | 5 | Users should be able to select multiple reports and download them in a ZIP file. |

**Document 4: Agile PO Experience**

Agile Product Owner Experience – UNO SMS Reporting Enhancement

As a Product Owner (PO) in the UNO SMS Reporting project, I was responsible for defining the product vision, managing the backlog, collaborating with stakeholders, and ensuring smooth Agile execution. My experience covered multiple areas, including market analysis, enterprise analysis, feature prioritization, and sprint execution.

**1) Market Analysis**

* Conducted research to understand market demand for SMS reporting and analytics.
* Analysed competitors’ SMS messaging platforms to identify gaps and opportunities.
* Engaged with customers and stakeholders to gather insights on reporting needs.

**2) Enterprise Analysis**

* Assessed the feasibility of enhancing UNO’s reporting capabilities within existing infrastructure.
* Conducted cost-benefit analysis for new reporting features.
* Collaborated with business stakeholders to ensure alignment with enterprise goals.

**3) Product Vision and Roadmap**

* Defined the product vision for UNO SMS Reporting to improve analytics and user experience.
* Created a roadmap with high-level features and implementation timelines.
* Ensured the roadmap aligned with business objectives and technical feasibility.

**4) Managing Product Features**

* Prioritized epics, stories, and features based on ROI, customer impact, and urgency.
* Engaged with stakeholders to align expectations on reporting capabilities.
* Ensured features delivered measurable value while maintaining system performance.

**5) Managing Product Backlog**

* Organized and prioritized the backlog based on business needs and dependencies.
* Regularly refined the backlog, adjusting priorities based on stakeholder feedback.
* Ensured backlog items were well-defined, clear, and ready for development.

**6) Managing Overall Iteration Progress**

* Monitored sprint progress and addressed roadblocks to ensure timely deliveries.
* Conducted sprint retrospectives to improve development cycles.
* Collaborated with Business Analysts and Scrum Team to refine requirements and acceptance criteria.

**Handling Sprint Meetings:**

**1) Sprint Planning Meeting**

* Defined sprint goals and selected backlog items for the sprint.
* Collaborated with the development team to estimate effort and break down tasks.
* Ensured stories had clear acceptance criteria before committing to development.

**2) Daily Scrum Meeting**

* Provided updates on backlog priorities and addressed blockers.
* Ensured alignment between cross-functional teams.
* Monitored sprint progress and helped resolve dependencies.

**3) Sprint Review Meeting**

* Demonstrated completed reporting features to stakeholders.
* Gathered feedback on delivered functionalities and incorporated it into future sprints.
* Assessed sprint success based on defined acceptance criteria and business goals.

**4) Sprint Retrospective Meeting**

* Discussed challenges faced during the sprint and identified improvement areas.
* Captured lessons learned to optimize future sprints.
* Fostered open communication between Scrum Team and stakeholders.

**5) Backlog Refinement Meeting**

* Reviewed and reprioritized product backlog items.
* Clarified requirements, updated acceptance criteria, and estimated stories.
* Ensured user stories were ready for the next sprint.

**User Stories Creation and Key Elements:**

**User Story Components:**

1. **Story Number –** Unique ID assigned to track user stories.
2. **Tasks –** Specific steps required to complete the user story.
3. **Priority –** Assigned based on business impact and urgency.
4. **Acceptance Criteria –** Clearly defined conditions for successful implementation**.**
5. **BV (Business Value) & CP (Complexity Points) –** Used for prioritization and estimation.

**Document 5: Product and sprint backlog and product and sprint burndown charts**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **User Story No** | **Task No.** | **Priority** | **Value Statement** | **BV** | **CP** | **Sprint** |
| UNO-REP-001 | 5 | High | As a user, I want to view a real-time SMS reporting dashboard so that I can monitor SMS delivery metrics. | 500 | 8 | Sprint 1 |
| UNO-REP-002 | 4 | High | As a user, I want to generate customized SMS reports so that I can analyze trends for different campaigns. | 500 | 13 | Sprint 1 |
| UNO-REP-003 | 6 | Medium | As a user, I want to schedule automated reports so that I receive insights without manual intervention. | 200 | 5 | Sprint 1 |
| UNO-REP-004 | 5 | High | As a user, I want interactive data visualization so that I can analyze trends efficiently. | 500 | 8 | Sprint 1 |
| UNO-REP-005 | 4 | Medium | As a user, I want an alert system for low delivery rates so that I can take corrective action. | 100 | 5 | Sprint 1 |
| UNO-REP-006 | 5 | High | As an admin, I want to track user access to reports so that I can ensure security and compliance. | 500 | 8 | Sprint 2 |
| UNO-REP-007 | 6 | Medium | As a user, I want to compare SMS campaign performance so that I can optimize future campaigns. | 200 | 13 | Sprint 2 |
| UNO-REP-008 | 4 | Medium | As a user, I want to drill down into SMS logs so that I can investigate individual messages. | 100 | 5 | Sprint 2 |
| UNO-REP-009 | 5 | High | As a user, I want integration with analytics tools so that I can perform advanced analysis. | 500 | 8 | Sprint 2 |
| UNO-REP-010 | 6 | High | As an admin, I want role-based access control so that I can limit report access. | 500 | 13 | Sprint 2 |
| UNO-REP-011 | 5 | Medium | As a user, I want to download reports in multiple formats so that I can use them in external tools. | 200 | 5 | Sprint 3 |
| UNO-REP-012 | 4 | Medium | As a user, I want to filter SMS reports by country/operator so that I can analyze regional trends. | 100 | 5 | Sprint 3 |
| UNO-REP-013 | 6 | High | As an admin, I want to enforce data retention policies for reports so that I comply with regulations. | 500 | 8 | Sprint 3 |
| UNO-REP-014 | 5 | Medium | As a user, I want to search reports by keyword so that I can find relevant data quickly. | 200 | 5 | Sprint 3 |
| UNO-REP-015 | 5 | High | As a user, I want multilingual support for reporting so that I can use the system in my preferred language. | 500 | 8 | Sprint 3 |
| UNO-REP-016 | 4 | Medium | As a user, I want to set up scheduled alerts for SMS performance so that I stay informed proactively. | 200 | 5 | Sprint 4 |
| UNO-REP-017 | 6 | High | As a user, I want to export historical data so that I can review past performance. | 500 | 8 | Sprint 4 |
| UNO-REP-018 | 5 | Medium | As a user, I want to generate error reports so that I can troubleshoot delivery failures. | 200 | 5 | Sprint 4 |
| UNO-REP-019 | 4 | Medium | As a user, I want to generate a summary report so that I can quickly review key statistics. | 100 | 5 | Sprint 4 |
| UNO-REP-020 | 5 | High | As a user, I want an API for fetching SMS reports so that I can integrate with other platforms. | 500 | 8 | Sprint 4 |
| UNO-REP-021 | 6 | High | As an admin, I want audit logs for report modifications so that I can track changes. | 500 | 13 | Sprint 5 |
| UNO-REP-022 | 5 | Medium | As a user, I want a dark mode for the reporting interface so that I can reduce eye strain. | 200 | 5 | Sprint 5 |
| UNO-REP-023 | 4 | Medium | As a user, I want to see hourly SMS delivery stats so that I can track performance fluctuations. | 100 | 5 | Sprint 5 |
| UNO-REP-024 | 6 | High | As an admin, I want to set data access policies so that I can manage security. | 500 | 8 | Sprint 5 |
| UNO-REP-025 | 5 | Medium | As a user, I want a mobile-friendly dashboard so that I can access reports on the go. | 200 | 5 | Sprint 5 |
| UNO-REP-026 | 4 | Medium | As a user, I want to receive automated anomaly detection alerts so that I can respond quickly. | 100 | 5 | Sprint 5 |
| UNO-REP-027 | 5 | High | As a user, I want to access archived SMS reports so that I can analyze historical trends. | 500 | 8 | Sprint 5 |
| UNO-REP-028 | 6 | High | As a user, I want SMS report templates so that I can quickly generate frequently used reports. | 500 | 13 | Sprint 5 |
| UNO-REP-029 | 4 | Medium | As a user, I want to download graphical reports as images so that I can share them in presentations. | 100 | 5 | Sprint 5 |
| UNO-REP-030 | 5 | High | As a user, I want a summary dashboard for multiple accounts so that I can manage various clients efficiently. | 500 | 8 | Sprint 5 |
| UNO-REP-031 | 6 | High | As an admin, I want to restrict SMS data exports based on roles so that I can enforce security policies. | 500 | 13 | Sprint 5 |
| UNO-REP-032 | 5 | Medium | As a user, I want SMS campaign benchmarks so that I can compare my performance with industry standards. | 200 | 5 | Sprint 5 |
| UNO-REP-033 | 4 | Medium | As a user, I want predictive analytics for SMS performance so that I can optimize future campaigns. | 100 | 5 | Sprint 5 |
| UNO-REP-034 | 6 | High | As a user, I want to set delivery time preferences for reports so that I receive them at a convenient time. | 500 | 8 | Sprint 5 |
| UNO-REP-035 | 5 | High | As an admin, I want a performance monitoring dashboard so that I can track system uptime and latency. | 500 | 8 | Sprint 5 |
| UNO-REP-036 | 4 | Medium | As a user, I want sentiment analysis on SMS responses so that I can gauge customer reactions. | 100 | 5 | Sprint 5 |
| UNO-REP-037 | 5 | High | As an admin, I want to enforce multi-factor authentication for report access so that I can improve security. | 500 | 8 | Sprint 5 |
| UNO-REP-038 | 6 | High | As a user, I want scheduled maintenance notifications so that I can plan for system downtime. | 500 | 13 | Sprint 5 |
| UNO-REP-039 | 5 | Medium | As a user, I want to view real-time SMS costs per campaign so that I can track budget usage. | 200 | 5 | Sprint 5 |
| UNO-REP-040 | 4 | Medium | As a user, I want bulk report downloads so that I can process multiple reports efficiently. | 100 | 5 | Sprint 5 |

**Sprint backlog:**

**Sprint 1:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **User Story No** | **Tasks No.** | **Priority** | **Value Statement** | **BV** | **CP** | **Sprint** |
| UNO-REP-001 | 5 | High | As a user, I want to view a real-time SMS reporting dashboard so that I can monitor SMS delivery metrics. | 500 | 8 | Sprint 1 |
| UNO-REP-002 | 4 | High | As a user, I want to generate customized SMS reports so that I can analyse trends for different campaigns. | 500 | 13 | Sprint 1 |
| UNO-REP-003 | 6 | Medium | As a user, I want to schedule automated reports so that I receive insights without manual intervention. | 200 | 5 | Sprint 1 |
| UNO-REP-004 | 5 | High | As a user, I want interactive data visualization so that I can analyse trends efficiently. | 500 | 8 | Sprint 1 |
| UNO-REP-005 | 4 | Medium | As a user, I want an alert system for low delivery rates so that I can take corrective action. | 100 | 5 | Sprint 1 |

**Sprint 2:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **User Story No** | **Tasks Number** | **Priority** | **Value Statement** | **BV** | **CP** | **Sprint** |
| UNO-REP-006 | 5 | High | As an admin, I want to track user access to reports so that I can ensure security and compliance. | 500 | 8 | Sprint 2 |
| UNO-REP-007 | 6 | Medium | As a user, I want to compare SMS campaign performance so that I can optimize future campaigns. | 200 | 13 | Sprint 2 |
| UNO-REP-008 | 4 | Medium | As a user, I want to drill down into SMS logs so that I can investigate individual messages. | 100 | 5 | Sprint 2 |
| UNO-REP-009 | 5 | High | As a user, I want integration with analytics tools so that I can perform advanced analysis. | 500 | 8 | Sprint 2 |
| UNO-REP-010 | 6 | High | As an admin, I want role-based access control so that I can limit report access. | 500 | 13 | Sprint 2 |

**Sprint 3:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **User Story No** | **Tasks No.** | **Priority** | **Value Statement** | **BV** | **CP** | **Sprint** |
| UNO-REP-011 | 5 | Medium | As a user, I want to download reports in multiple formats so that I can use them in external tools. | 200 | 5 | Sprint 3 |
| UNO-REP-012 | 4 | Medium | As a user, I want to filter SMS reports by country/operator so that I can analyze regional trends. | 100 | 5 | Sprint 3 |
| UNO-REP-013 | 6 | High | As an admin, I want to enforce data retention policies for reports so that I comply with regulations. | 500 | 8 | Sprint 3 |
| UNO-REP-014 | 5 | Medium | As a user, I want to search reports by keyword so that I can find relevant data quickly. | 200 | 5 | Sprint 3 |
| UNO-REP-015 | 5 | High | As a user, I want multilingual support for reporting so that I can use the system in my preferred language. | 500 | 8 | Sprint 3 |

**Sprint 4:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **User Story No** | **Tasks No.** | **Priority** | **Value Statement** | **BV** | **CP** | **Sprint** |
| UNO-REP-016 | 4 | Medium | As a user, I want to set up scheduled alerts for SMS performance so that I stay informed proactively. | 200 | 5 | Sprint 4 |
| UNO-REP-017 | 6 | High | As a user, I want to export historical data so that I can review past performance. | 500 | 8 | Sprint 4 |
| UNO-REP-018 | 5 | Medium | As a user, I want to generate error reports so that I can troubleshoot delivery failures. | 200 | 5 | Sprint 4 |
| UNO-REP-019 | 4 | Medium | As a user, I want to generate a summary report so that I can quickly review key statistics. | 100 | 5 | Sprint 4 |
| UNO-REP-020 | 5 | High | As a user, I want an API for fetching SMS reports so that I can integrate with other platforms. | 500 | 8 | Sprint 4 |

**Sprint 5:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **User Story No** | **Tasks No** | **Priority** | **Value Statement** | **BV** | **CP** | **Sprint** |
| UNO-REP-021 | 6 | High | As an admin, I want audit logs for report modifications so that I can track changes. | 500 | 13 | Sprint 5 |
| UNO-REP-022 | 5 | Medium | As a user, I want a dark mode for the reporting interface so that I can reduce eye strain. | 200 | 5 | Sprint 5 |
| UNO-REP-023 | 4 | Medium | As a user, I want to see hourly SMS delivery stats so that I can track performance fluctuations. | 100 | 5 | Sprint 5 |
| UNO-REP-024 | 6 | High | As an admin, I want to set data access policies so that I can manage security. | 500 | 8 | Sprint 5 |
| UNO-REP-025 | 5 | Medium | As a user, I want a mobile-friendly dashboard so that I can access reports on the go. | 200 | 5 | Sprint 5 |
| UNO-REP-026 | 4 | Medium | As a user, I want to receive automated anomaly detection alerts so that I can respond quickly. | 100 | 5 | Sprint 5 |
| UNO-REP-027 | 5 | High | As a user, I want to access archived SMS reports so that I can analyze historical trends. | 500 | 8 | Sprint 5 |
| UNO-REP-028 | 6 | High | As a user, I want SMS report templates so that I can quickly generate frequently used reports. | 500 | 13 | Sprint 5 |
| UNO-REP-029 | 4 | Medium | As a user, I want to download graphical reports as images so that I can share them in presentations. | 100 | 5 | Sprint 5 |
| UNO-REP-030 | 5 | High | As a user, I want a summary dashboard for multiple accounts so that I can manage various clients efficiently. | 500 | 8 | Sprint 5 |
| UNO-REP-031 | 6 | High | As an admin, I want to restrict SMS data exports based on roles so that I can enforce security policies. | 500 | 13 | Sprint 5 |
| UNO-REP-032 | 5 | Medium | As a user, I want SMS campaign benchmarks so that I can compare my performance with industry standards. | 200 | 5 | Sprint 5 |
| UNO-REP-033 | 4 | Medium | As a user, I want predictive analytics for SMS performance so that I can optimize future campaigns. | 100 | 5 | Sprint 5 |
| UNO-REP-034 | 6 | High | As a user, I want to set delivery time preferences for reports so that I receive them at a convenient time. | 500 | 8 | Sprint 5 |
| UNO-REP-035 | 5 | High | As an admin, I want a performance monitoring dashboard so that I can track system uptime and latency. | 500 | 8 | Sprint 5 |
| UNO-REP-036 | 4 | Medium | As a user, I want sentiment analysis on SMS responses so that I can gauge customer reactions. | 100 | 5 | Sprint 5 |
| UNO-REP-037 | 5 | High | As an admin, I want to enforce multi-factor authentication for report access so that I can improve security. | 500 | 8 | Sprint 5 |
| UNO-REP-038 | 6 | High | As a user, I want scheduled maintenance notifications so that I can plan for system downtime. | 500 | 13 | Sprint 5 |
| UNO-REP-039 | 5 | Medium | As a user, I want to view real-time SMS costs per campaign so that I can track budget usage. | 200 | 5 | Sprint 5 |
| UNO-REP-040 | 4 | Medium | As a user, I want bulk report downloads so that I can process multiple reports efficiently. | 100 | 5 | Sprint 5 |

**Sprint Burndown Chart:**

**A green line graph with text

AI-generated content may be incorrect.**

**Product Burndown Chart:**

**A red line graph on a white background

AI-generated content may be incorrect.**

**Document 6: Sprint meetings**

**Meeting Type 1: Sprint Planning Meeting**

* Date:
* Time:
* Location: ZOOM
* Prepared By: Scrum Master
* Attendees:
  + Product Owner
  + Scrum Master
  + Development Team
  + Business Analyst
  + Key Stakeholders

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| --- | --- | --- |
| **Agenda** | | |
| **Topic** | **Presenter** | **Time Allotted** |
| Sprint Goal Definition | Product Owner | 15 min |
| Reviewing & Prioritizing User Stories | Product Owner | 20 min |
| Effort Estimation for Each Story | Development Team | 30 min |
| Task Breakdown & Assignment | Development Team | 30 min |
| Defining Acceptance Criteria | Product Owner | 15 min |
| Sprint Scope Confirmation | Scrum Master | 10 min |

**Other Information**

* **Observers:** Business Stakeholders (Optional)
* **Resources:**
  + Product Backlog
  + Prior Sprint Review Feedback
  + Velocity Metrics from Previous Sprints
* **Special Notes:**
  + Ensure all user stories are refined before selection.
  + Align sprint goals with business objectives.
  + Identify any dependencies before sprint execution.

**Meeting Type 2: Daily Scrum Meeting**

* **Date:**
* **Time:**
* **Location:** ZOOM
* **Prepared By:** Scrum Master
* **Attendees:**
  + Scrum Team
  + Scrum Master
  + Product Owner (Optional)

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| **Agenda** | | |
| **Topic** | **Presenter** | **Time Allotted** |
| Quick Updates: What was done yesterday? | Team Members | 5 min |
| Current Work: What will be done today? | Team Members | 5 min |
| Blockers & Impediments | Team Members | 5 min |
| Coordination & Dependency Discussion | Scrum Master | 5 min |

**Other Information**

* **Observers:** None
* **Resources:**
  + Sprint Board / Task Board
  + Burndown Chart
* **Special Notes:**
  + Keep the meeting within 15 minutes.
  + Focus on problem-solving after the meeting.

**Meeting Type 3: Sprint Review Meeting**

* Date
* Time:
* Location: ZOOM
* Prepared By: Scrum Master
* Attendees:
  + Scrum Team
  + Product Owner
  + Key Stakeholders
  + Business Representatives

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| **Agenda** | | |
| **Topic** | **Presenter** | **Time Allotted** |
| Sprint Goals Recap | Scrum Master | 10 min |
| Demo of Completed Features | Development Team | 30 min |
| Stakeholder Feedback | Business Stakeholders | 20 min |
| Backlog Adjustments Based on Feedback | Product Owner | 20 min |

**Other Information**

* Observers: Senior Management (Optional)
* Resources:
  + Working Product Increment
  + Sprint Backlog
  + Customer Feedback Reports
* Special Notes:
  + Focus on business value delivered.
  + Capture stakeholder feedback for backlog refinement.

**Meeting Type 4: Sprint Retrospective Meeting**

* Date:
* Time:
* Location: ZOOM
* Prepared By: Scrum Master
* Attendees:
  + Scrum Master
  + Product Owner (Optional)
  + Development Team (All Developers)

|  |  |  |
| --- | --- | --- |
| **Agenda** | | |
| **Topic** | **Presenter** | **Time Allotted** |
| Welcome & Purpose of the Meeting | Scrum Master | 5 min |
| What Went Well in the Sprint? | Development Team | 15 min |
| What Didn’t Go Well? | Development Team | 15 min |
| Identifying Areas for Improvement | Scrum Master | 20 min |
| Action Items for the Next Sprint | Scrum Master & Team | 15 min |
| Closing Notes & Next Steps | Scrum Master | 5 min |

**Sprint Retrospective Breakdown**

**1️ Purpose of the Meeting:**

The Sprint Retrospective is held at the end of each sprint to reflect on the sprint process, identify successes, and find areas for improvement. The goal is continuous improvement in Agile development.

**2️ Key Questions Discussed:**

Each team member shares their perspective on the following:

What went well? (e.g., smooth collaboration, no blockers, successful features)

What didn’t go well? (e.g., delays, miscommunication, technical issues)

What can be improved? (e.g., process optimizations, better backlog grooming, improved testing)

**3 ️Action Items & Improvements:**

The team documents actionable insights and assigns responsibilities. Example:

Issue: Sprint planning lacked clarity on API dependencies.

Improvement: Product Owner will ensure detailed API documentation before the next sprint.

**4️ Tools & Resources Used:**

Sprint Metrics: Velocity Chart, Sprint Burndown Chart

Collaboration Tools: Jira, Trello, Confluence, Miro (for retrospective boards)

Feedback Methods:

"Start, Stop, Continue" method

"4Ls" (Liked, Learned, Lacked, Longed for)

5️ Outcome of the Meeting

Identified key areas for improvement

Documented actionable next steps

Boosted team morale & collaboration

**Meeting Type 5: Daily Stand-up meeting**

Week 12 (from 01-03-2025 to 30-05-2025)

Time: 10:00 AM

Location: ZOOmM

Attendees:

Scrum Master

Product Owner (Optional)

Development Team (Developer 1, Developer 2, Developer 3, etc.)

**Daily Stand-up Meeting Structure**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Developer 1** | **Developer 2** | **Developer 3** |
| **What did you do yesterday?** | Worked on user authentication module | Completed database setup for reporting | Integrated API for SMS analytics |
| **What will you do today?** | Start front-end development for reporting dashboard | Implement query optimization for faster reporting | Test API responses and fix errors |
| **What (if any) is blocking your progress?** | Need clarification on data filtering requirements | Database indexing issue causing slow queries | API documentation is incomplete |

**Daily Stand-up Tracker for the Week**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **Developer 1 (Tasks)** | **Developer 2 (Tasks)** | **Developer 3 (Tasks)** | **Blockers** |
| **Monday** | Backend API development | Database schema finalization | Front-end setup | None |
| **Tuesday** | API testing & debugging | Query optimization | UI development | DB performance issues |
| **Wednesday** | Security enhancement | Data migration testing | Integration testing | API response delays |
| **Thursday** | Unit testing | Performance tuning | UI enhancements | UI dependencies |
| **Friday** | Code review & bug fixing | DB load testing | Feature testing | None |
| **Saturday** | Sprint retrospective prep | Final data validation | End-to-end testing | None |
| **Sunday** | Rest/Documentation | Rest/Documentation | Rest/Documentation | None |