

1. Definition of Done (DOD).

DOD is checklist to make sure user story is fully completed when it marked as done

Common DOD checklist

Code written, Code reviewed

Unit testing is done

QA testing

Accepted by product owner

No bugs or issues

DOD checklist for school management system

1. Code & Functionality

Code for the feature is written and working.

The system builds successfully without errors.

2. User Story & Acceptance Criteria

All assumptions of the user story are met.

The feature is tested against the acceptance criteria.

Approved by the Product Owner.

3. Testing & Quality

Tested on all required devices/browsers.

QA team has tested and confirmed issues are fixed.

4. Design & Usability

UX Designer has reviewed and approved the feature.

User experience meets the design requirements.

5. Review

Code is pre-reviewed by another developer.

Review is completed

6. Documentation & Configuration

Documentation is updated and Any configuration or build changes are documented.

2. Product Vision

Scrum Project Name :	School Management System		
Venue :	Conference Hall		
Date: 20/08/25	Start: 10:00 AM	End: 12:00 PM	Duration: 2hrs
Client	ABC international school		
Stakeholder list:	Principal Teachers Students Parents Administrative Staff		
Scrum team			
Scrum Master :	Karthik		
Product Owner :	Ramesh		
Scrum developer 1	Anil (backend devp)		
Scrum developer 2	Sunny (frontend devp)		
Scrum developer 3	Alex (UI/UX)		
Scrum developer 4	Surya (database engineer)		
Scrum developer 5	Manoj (QA tester)		

Vision :	To create a digital School Management System that makes school operations easier, faster, and more transparent for teachers, students, parents, and administrators.		
Target group	Needs	Product	Value
Educational Institutions (Private Schools, International Schools,) Users: students, parents, teachers, admin staff, principal Customers : schools & colleges	Build a School Management System to digitalize and automate school processes. Strong market demand	The product is a School Management System Feasibility Technically feasible using web + mobile technologies Cost-effective for schools with scalable cloud-based infrastructure	Benefits to company Builds company reputation as a trusted EdTech solution provider Strong market demand Business goal Reduce administrative costs and paperwork Increase school operational efficiency Business model Subscription-based model One-time license

3. User stories

A user story is short and simple sentences that tells Who wants something, What they want and Why they want it.

User story No : US001	Task : 1	Priority : High
AS A STUDENT, I WANT TO LOGIN TO THE SYSTEM, SO THAT I CAN ACCESS MY CLASSES, ATTENDENCE, AND RESULTS.		
BV : 500	CP : 5	
ACCEPTENCE CRITERIA User enters correct username & password → login successful Incorrect login → error message shown Password reset option available Access there account		

User story No : US002	Task : 1	Priority : High
AS A TEACHER, I WANT TO MARK DAILY ATTENDENCE OF STUDENTS, SO THAT I CAN TRACK AND GENERATE REPORTS.		
BV : 500	CP : 5	
ACCEPTENCE CRITERIA Teacher can view student list for each class Teacher can mark present/absent System saves attendance automatically Reports can be generated		

User story No : US003	Task : 1	Priority : Medium
AS A STUDENT, I WANT TO VIEW MY EXAM RESULTS, SO THAT I CAN KNOW MY PERFORMANCE ANYTIME.		
BV : 200	CP : 3	
ACCEPTENCE CRITERIA Students can see grades securely after publishing Results downloadable as PDF		

User story No : US004	Task : 1	Priority : Medium
AS A ADMIN, I WANT TO CREATE AND UPDATE CLASS TIMETABLE , SO THAT STUDENTS AND TEACHERS FOLLOW THE SCHEDULES.		
BV : 200	CP : 3	
ACCEPTENCE CRITERIA Timetable is visible to all relevant users Changes reflect immediately		

User story No : US005	Task : 1	Priority : Medium
AS A ADMIN, I WANT TO MANAGE STUDENT FEE PAYMENTS, SO THAT I CAN TRACK DUE FEES AND GENERATE RECEIPTS.		
BV : 200	CP : 3	
ACCEPTENCE CRITERIA Students/parents can pay fees online System shows pending dues Receipts generated automatically		

4. Agile PO Experience

Agile Product Owner Experience

As a Product Owner, my main job was to make sure the product met the needs of users and the business. I worked closely with both the stakeholders and the Scrum Team.

My Responsibilities:

- **Market Study** – I checked what users needed and looked at similar products in the market.
- **Business Check** – I analyzed if building the product was worth the investment.
- **Product Vision & Roadmap** – I created a clear picture of the product and planned the big features with a timeline.
- **Feature Management** – I decided which features were most important and in what order they should be built.
- **Backlog Management** – I created and updated the product backlog, adding new user stories and prioritizing them.
- **Sprint Tracking** – I reviewed sprint progress, adjusted priorities when needed, and worked with the team in retrospectives to improve.

Meetings I Took Part In:

- **Sprint Planning** – planned the sprint goals and tasks.
- **Daily Scrum** – short daily meetings to check progress.
- **Sprint Review** – showed finished work to stakeholders.
- **Sprint Retrospective** – discussed what went well and what could be improved.

My Role in Scrum:

- Acted as a bridge between business stakeholders and the Scrum team.
- Explained what features were needed and why.
- Made sure the product gave value to both users and the company.

5. Product and sprint backlog and product and sprint burndown charts

Sprint Burn Down Chart

A Sprint Burndown Chart shows how much work is left to do in the current sprint

Product burn down chart

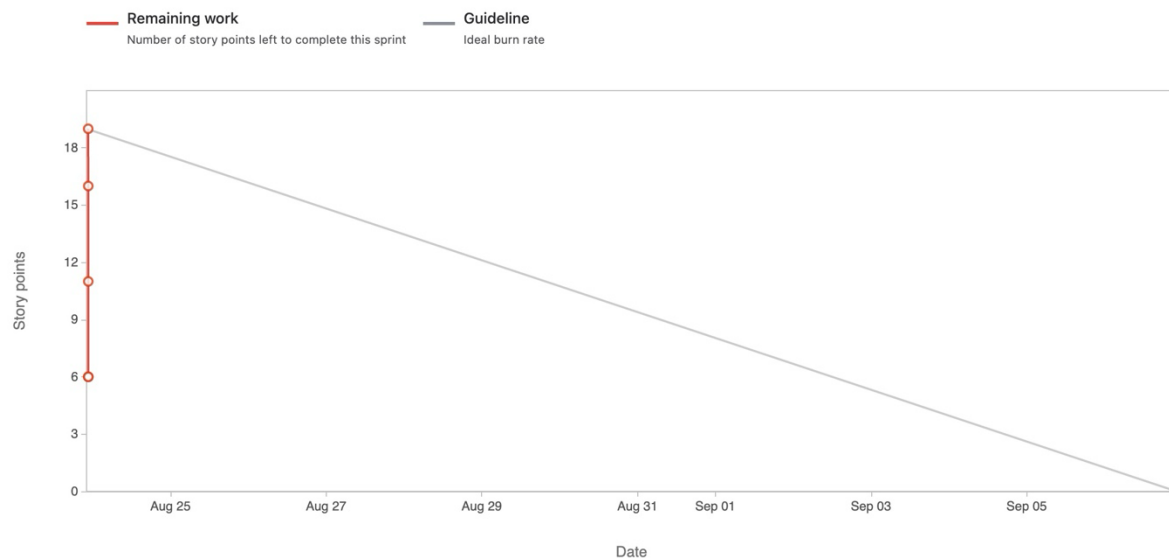
A Product Burndown Chart shows how much total work is left to complete the project across all sprints

Burnup Chart

A burn-up chart tracks how much work the team has finished and how close they are to completing the total scope.

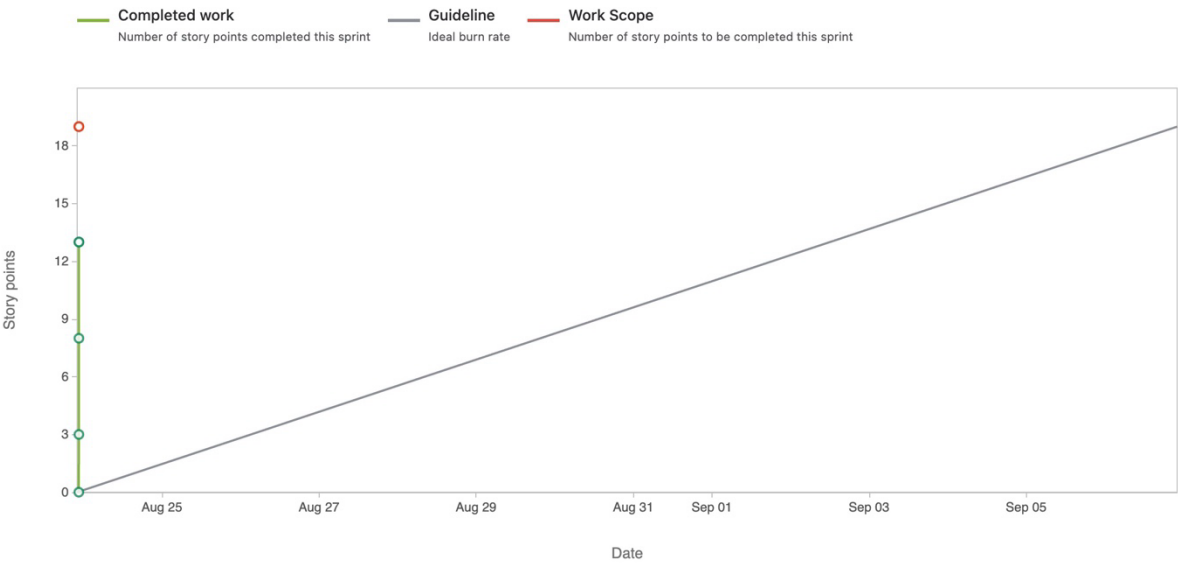
Sprint burn down chart

Date - August 23rd, 2025 - September 6th, 2025



Burn up chart

Date - August 23rd, 2025 - September 6th, 2025



5. Sprint meetings

Meeting Type 1: Sprint Planning meeting

Date	23/08/25
Time	10:00 AM – 11:00 AM
Location	Online/office
Prepared by	Scrum master
Attendees	Scrum team, stakeholders, and product owner

Agenda

Topic	Presenter	Time allotted
Sprint goal	Product owner	15 mins
Backlog review	Scrum master	20 mins
Sprint commitment	Team	20 mins

Other info

- **Observers:** Stakeholders
- **Resources:** Product backlog, task board

Meeting Type 2: Sprint Review Meeting

Date	25/08/25
Time	10:00 AM – 11:00 AM
Location	Online/office
Prepared by	Scrum master
Attendees	Scrum team and stakeholders

Agenda

- **Sprint Status:** Completed
- **Things to Demo:** New school features (e.g., Attendance module, Student report card).
- **Quick Updates:** Any changes in requirements.
- **What's Next:** Plan improvements for next sprint.

Meeting Type 3: Sprint Retrospective Meeting

Date	03/09/25
Time	10:00 AM – 11:00 AM
Location	Online/office
Prepared by	Scrum master
Attendees	Scrum team

Agenda

- **What went well:** (e.g. backlog well-prioritized).
- **What didn't go well:** (e.g. Delay in testing, unclear requirements).
- **Questions:** What can we improve for next sprint?
- **Reference:** Agile principles and team agreements.

Meeting Type 4: Daily Stand-up Meeting

Question	Name/role	Week 2 from 01/09/25 – 05/09/25				
		Monday	Tuesday	Wednesday	Thursday	Friday
What did you do yesterday?	Developer 1	Work update	Work update	Work update	Work update	Work update
	Developer 2	Work update	Work update	Work update	Work update	Work update
	Developer 3	Work update	Work update	Work update	Work update	Work update
What will you do today?	Developer 1	Task for today	Task for today	Task for today	Task for today	Task for today
	Developer 2	Task for today	Task for today	Task for today	Task for today	Task for today
	Developer 3	Task for today	Task for today	Task for today	Task for today	Task for today
What (if any) is blocking your progress?	Developer 1	Mention blockers	Mention blockers	Mention blockers	Mention blockers	Mention blockers
	Developer 2	Mention blockers	Mention blockers	Mention blockers	Mention blockers	Mention blockers
	Developer 3	Mention blockers	Mention blockers	Mention blockers	Mention blockers	Mention blockers