

## **Document 1: Definition of Done**

### **Answer: Definition of Done (DoD) – Eduvate Application**

The Definition of Done outlines the criteria that a user story, task, or increment must meet to be considered complete. It ensures that the work delivered meets quality standards and is ready for deployment.

#### **Key Characteristics of DoD:**

- Code is written, tested, and reviewed.
- Unit tests are passed.
- The functionality is integrated and works as expected.
- Documentation (if required) is updated.
- The story meets all acceptance criteria.

**Purpose:** Ensure all backlog items meet consistent quality, functionality, and acceptance standards before being marked as “Done.”

#### **DoD Checklist for a User Story in Eduvate**

- 1. Acceptance Criteria Met**
  - All acceptance criteria defined in the user story are satisfied.
  - Stakeholder-specific requirements (e.g., teacher, student, admin) are verified.
- 2. Functional Code Produced**
  - Code implements the described user story functionality (e.g., student dashboard, teacher assignment upload).
- 3. Assumptions Validated**
  - All functional and non-functional assumptions related to the story are addressed.
- 4. Code Builds Successfully**
  - No compilation or build-time errors.
- 5. Unit Tests Written and Passing**
  - Relevant unit tests are written for core logic.
  - Tests cover edge cases and pass consistently.
- 6. Deployed to QA Environment**
  - Functionality deployed in a QA/test environment that mirrors production.
- 7. Cross-Device / Browser Tests Passed**
  - Tested on all devices/browsers listed in Eduvate project scope (e.g., Chrome, Safari, Firefox; desktop/tablet/mobile).
- 8. UX/UI Approval**

- User Interface matches approved wireframes and is signed off by UX Designer.
- 9. QA Testing Performed**
  - Functional and regression testing conducted.
  - All critical and major defects are resolved.
- 10. Validated Against Acceptance Criteria**
  - Final confirmation by QA team that all criteria have been tested and met.
- 11. Product Owner Approval**
  - PO reviews and accepts the story in the sprint review or grooming session.
- 12. Refactoring Completed**
  - Code optimized for readability, maintainability, and efficiency.
- 13. Build/Config Changes Documented**
  - Any environment or deployment updates are logged and shared.
- 14. Documentation Updated**
  - User documentation, help guides, and technical documentation are updated as needed.
- 15. Peer Code Review Done**
  - Code has been reviewed by at least one peer and feedback addressed.

This DoD applies to **each user story** in the Eduvate application. Additional DoDs can be defined for **Sprint** and **Release** levels if needed (e.g., end-to-end integration, load testing, stakeholder demo).

## Document 2- Product Vision

<b>Scrum Project</b>	<b>Eduvate – Smart Learning Management System</b>			
<b>Venue</b>	SOONY Innovation Hub, Hyderabad			
<b>Date</b>	22-Apr-25	<b>Start time:</b>	10:00 am	<b>End time:</b> 1:00 PM
<b>Client</b>	Mr. Henry (Founder – SOONY)	<b>Duration:</b>	3 hours	
<b>Stakeholder list:</b>				
Dr. Anjali Sharma – Principal, Green Valley Public School				
Mr. Ravi Kumar – IT Director, Eduvate Program Coordination Committee				
Ms. Sneha Patel – Senior Teacher, Curriculum Design & Content Validation				

Mr. Arjun Mehta – Parent Representative (User Experience Advisor)				
Ms. Riya Thomas – Student Representative (End-user Feedback Panel)				
Mr. Nitin Joshi – Education Board Liaison (Compliance & Data Security Advisor)				
<b>Scrum Team</b>				
<b>Scrum Master:</b>	<b>Mr. Vandanam</b>			
<b>Product Owner:</b>	You (Business Analyst)			
<b>Scrum Developer 1:</b>	Ms. Juhi (Senior Java Developer)			
<b>Scrum Developer 2:</b>	Mr. Teyson			
<b>Scrum Developer 3:</b>	Ms. Lucie			
<b>Scrum Developer 4:</b>	Mr. Tucker			
<b>Scrum Developer 5:</b>	Mr. Bravo			

#### VISION:

#### TARGET GROUP:

Which market segment does the product address?

- Educational institutions (private and public schools)
- Rural and urban schools seeking digital solutions

Who are the target users and customers?

- School administrators
- Teachers
- Students
- Parents

#### NEEDS:

What problem does the product solve?

- Lack of centralized systems for managing academics, communication, and performance tracking
- Limited access to digital learning tools in rural areas
- Poor parent-teacher-student engagement

Which benefit does it provide?

- Enhances learning outcomes through organized digital content
- Enables real-time communication and feedback
- Promotes efficiency in school operations and visibility for parents

#### **PRODUCT:**

##### **What product is it?**

- A Learning Management System (LMS) for schools

##### **What makes it desirable and special?**

- Mobile-friendly, role-based dashboards
- Customizable modules for teaching, reporting, and communication
- User-friendly interface with offline accessibility options

##### **Is it feasible to develop the product?**

- Yes, it is technically feasible and backed by a skilled development team using modern, scalable technologies

#### **VALUE:**

##### **How is the product going to benefit the company?**

- Strengthens the company's CSR impact in education
- Enhances brand value in the EdTech domain

##### **What are the business goals?**

- To digitize school operations and improve education quality
- To become a preferred LMS platform for institutions across the country

##### **What is the business model?**

- B2B SaaS subscription with flexible, tiered pricing
- Opportunities for licensing and partnerships with government and private institutions

#### **Document 3: User stories**

User Story No:1	Tasks:2	Priority: Highest
AS A TEACHER, I WANT TO REGISTER TO THE PLATFORM SO THAT I CAN LOGIN TO ACCESS APPLICATION		
BV:2000	CP:5	

**ACCEPTANCE CRITERIA:**

1. Register the application with the working mobile number and Email.
2. After successful registration it will show you successful message.
3. If email or Mobile no already register then it will show the popup og=f User already exist.

User Story No:2	Tasks:2	Priority: Highest
AS A TEACHER, I WANT TO UPLOAD STUDY MATERIALS ON THE PLATFORM SO THAT STUDENTS CAN ACCESS LEARNING RESOURCES EASILY.		
BV:2000	CP:5	
ACCEPTANCE CRITERIA:		
<div><div></div><div><div>1. Teacher will first login to the application.</div><div>2. Provide an upload screen with fields for Title, Description, Subject, File Upload, and Due Date.</div><div>3. Ensure only specific file formats (PDF, DOCX, PPT) are accepted and file size is validated.</div><div>4. Display a confirmation message: "Material uploaded successfully."</div></div></div>		

User Story No:3	Tasks:2	Priority: High
AS A TEACHER, I WANT TO CREATE ASSIGNMENTS FOR STUDENTS SO THAT THEY CAN PRACTICE AND IMPROVE.		
BV:500	CP:2	
ACCEPTANCE CRITERIA:  <div><div>1.</div><div>Teacher will first login to the application.</div></div> <div><div>2.</div><div>Assignment form with title, subject, and due date.</div></div> <div><div>3.</div><div>Validation for input fields and due date logic.</div></div> <div><div>4.</div><div>Display: "Assignment created successfully."</div></div>		

User Story No:4	Tasks:2	Priority: Medium
AS A TEACHER,		

I WANT TO VIEW STUDENT SUBMISSIONS SO I CAN EVALUATE THEIR WORK.	
BV:100	CP:2
ACCEPTANCE CRITERIA: 1. First login to te application. 2. Submissions list with file links. 3. View and comment option.	

User Story No:5	Tasks:2	Priority: High
AS A TEACHER, I WANT TO MARK ATTENDANCE SO STUDENT PRESENCE IS RECORDED.		
BV:200	CP:3	
ACCEPTANCE CRITERIA:		
1. First login to application		
2.Daily attendance screen.		
3. Date and section filters.		
4. "Attendance saved successfully."		

User Story No:6	Tasks:1	Priority:Low
AS A TEACHER, I WANT TO MESSAGE STUDENTS DIRECTLY SO I CAN CLARIFY DOUBTS.		
BV:50	CP:1	
<b>ACCEPTANCE CRITERIA:</b> 1. Chat interface with student list. 2. Send/receive messages. 3. "Message sent."		

User Story No:7	Tasks:2	Priority: Highest
AS A STUDENT, I WANT TO REGISTER TO THE PLATFORM SO THAT I CAN LOGIN TO ACCESS APPLICATION		
BV:2000	CP:5	
ACCEPTANCE CRITERIA:  1. As a student need to login first 2. Register the application with the working mobile number and Email. 3. After successful registration it will show you successful message.		

4. If email or Mobile no already register then it will show the popup og=f User already exist.

User Story No:8	Tasks:2	Priority: Highest
AS A STUDENT, I WANT TO SUBMIT ASSIGNMENTS SO I CAN COMPLETE MY TASKS.		
BV:2000	CP:5	
<b>ACCEPTANCE CRITERIA:</b> 1. First login to application 2.Submission form with file and notes. 3. File format validation. 4. "Assignment submitted successfully."		

User Story No:9	Tasks:2	Priority: High
AS A STUDENT, I WANT TO VIEW MY GRADES SO I KNOW MY PERFORMANCE.		
BV:200	CP:3	
<b>ACCEPTANCE CRITERIA:</b> 1. First login to application 2.Gradebook with subjects and marks. 3. "Grades loaded successfully."		

User Story No:10	Tasks:1	Priority: Medium
AS A STUDENT, I WANT TO ACCESS LEARNING MATERIALS ANYTIME.		
BV:100	CP:2	
<b>ACCEPTANCE CRITERIA:</b> 1. List of downloadable files. 2. Filters by subject/date.		

<b>User Story No:11</b>	<b>Tasks:1</b>	<b>Priority: High</b>
AS A STUDENT, I WANT TO CHECK MY ATTENDANCE SO I CAN MONITOR MY PRESENCE.		

<b>BV:200</b>	<b>CP:3</b>
<b>ACCEPTANCE CRITERIA:</b> 1. First login to application 2. Attendance history view. 3. Filter by date/month.	

User Story No:12	Tasks:2	Priority: Low
AS A STUDENT, I WANT TO MESSAGE TEACHERS TO ASK QUESTIONS.		
BV:50	CP:1	
<b>ACCEPTANCE CRITERIA:</b> 1. First login to application 2.Message interface. 3. Option to attach files. 4. "Message sent successfully."		

User Story No:13	Tasks:2	Priority: Highest
AS A PARENT, I WANT TO REGISTER TO THE PLATFORM SO THAT I CAN LOGIN TO ACCESS APPLICATION		
BV:2000	CP:5	
ACCEPTANCE CRITERIA:		
<div>1. First login to application</div> <div>2. Register the application with the working mobile number and Email.</div> <div>3. After successful registration it will show you successful message.</div> <div>4. If email or Mobile no already register then it will show the popup og=f User already exist.</div>		

User Story No:14	Tasks:2	Priority: Highest
AS A PARENT, I WANT TO TRACK MY CHILD'S PERFORMANCE SO I CAN SUPPORT LEARNING.		
BV:2000	CP:5	
ACCEPTANCE CRITERIA:		



1. First login to application
2. Dashboard with grades and feedback.
3. Filters by term.
4. "Performance data loaded."

User Story No:15	Tasks:2	Priority: High
AS A PARENT, I WANT TO VIEW ATTENDANCE SO I KNOW IF MY CHILD IS REGULAR.		
BV:200	CP:3	
<b>ACCEPTANCE CRITERIA:</b> 1. First login to application 2. Attendance chart. 3. Daily/monthly view.		

User Story No:16	Tasks:1	Priority: Medium
AS A PARENT, I WANT TO MESSAGE TEACHERS TO DISCUSS PROGRESS.		
BV:100	CP:2	
<b>ACCEPTANCE CRITERIA:</b> 1. First login to application 2. Teacher list with chat option. 3. Message confirmation.		

User Story No:17	Tasks:1	Priority: Low
AS A PARENT, I WANT TO VIEW ANNOUNCEMENTS FROM SCHOOL.		
BV:500	CP:1	
<b>ACCEPTANCE CRITERIA:</b> 1. First login to application 2. List of announcements with dates. 3. "No new announcements" if none.		

<b>User Story No:18</b>	<b>Tasks:2</b>	<b>Priority: Medium</b>
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AS A PARENT, I WANT TO UPDATE MY CONTACT INFO TO RECEIVE NOTIFICATIONS.	
<b>BV:200</b>	<b>CP:2</b>
<b>ACCEPTANCE CRITERIA:</b> <ol style="list-style-type: none"> <li>1. First login to application</li> <li>2. Editable profile fields.</li> <li>3. Validation on number/email.</li> <li>4. "Profile updated."</li> </ol>	

<b>User Story No:19</b>	<b>Tasks:2</b>	<b>Priority: Highest</b>
AS A ADMIN STAFF, I WANT TO REGISTER TO THE PLATFORM SO THAT I CAN LOGIN TO ACCESS APPLICATION		
<b>BV:2000</b>	<b>CP:5</b>	
<b>ACCEPTANCE CRITERIA:</b> <ol style="list-style-type: none"> <li>1. First login to application.</li> <li>2. Register the application with the working mobile number and Email.</li> <li>3. After successful registration it will show you successful message.</li> <li>4. If email or Mobile no already register then it will show the popup og=f User already exist.</li> </ol>		

<b>User Story No:20</b>	<b>Tasks:2</b>	<b>Priority: Highest</b>
AS ADMIN STAFF, I WANT TO MANAGE USER ACCOUNTS TO CONTROL ACCESS.		
<b>BV:2000</b>	<b>CP:5</b>	
<b>ACCEPTANCE CRITERIA:</b> <ol style="list-style-type: none"> <li>1. First login to application</li> <li>2. User list with add/edit/delete.</li> <li>3. Role-based access.</li> <li>4. "Changes saved."</li> </ol>		

<b>User Story No:21</b>	<b>Tasks:2</b>	<b>Priority: High</b>
AS ADMIN STAFF, I WANT TO SEND ANNOUNCEMENTS TO ALL USERS.		

<b>BV:200</b>	<b>CP:3</b>
<b>ACCEPTANCE CRITERIA:</b> 1. First login to application 2. Announcement form with title/date. 3. Push notification sent.	

User Story No:22	Tasks:1	Priority: Medium
AS ADMIN STAFF, I WANT TO VIEW SYSTEM USAGE REPORTS.		
BV:100	CP:2	
<b>ACCEPTANCE CRITERIA:</b> 1. First login to application 2. Dashboard with login/activity stats. 3. Downloadable report.		

User Story No:23	Tasks:1	Priority: Low
AS ADMIN STAFF, I WANT TO UPDATE ACADEMIC CALENDAR.		
BV:50	CP:1	
<b>ACCEPTANCE CRITERIA:</b> 1. First login to application 2. Calendar UI with add/edit events. 3. Date validation.		

User Story No:24	Tasks:2	Priority: Medium
AS ADMIN STAFF, I WANT TO ASSIGN TEACHERS TO SUBJECTS.		
BV:200	CP:2	
<b>ACCEPTANCE CRITERIA:</b> 1. First login to application 2. Subject-teacher mapping screen. 3. Confirmation on save.		

<b>User Story No:25</b>	<b>Tasks:2</b>	<b>Priority: Highest</b>
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AS A PRINCIPAL, I WANT TO REGISTER TO THE PLATFORM SO THAT I CAN LOGIN TO ACCESS APPLICATION	
<b>BV:2000</b>	<b>CP:5</b>
<b>ACCEPTANCE CRITERIA:</b> <ol style="list-style-type: none"> <li>1. First login to application</li> <li>2. Register the application with the working mobile number and Email.</li> <li>3. After successful registration it will show you successful message.</li> <li>4. If email or Mobile no already register then it will show the popup og=f User already exist.</li> </ol>	

<b>User Story No:26</b>	<b>Tasks:2</b>	<b>Priority: Highest</b>
AS A PRINCIPAL, I WANT TO VIEW SCHOOL-WIDE PERFORMANCE DASHBOARDS SO THAT I CAN MONITOR ACADEMIC PROGRESS EFFECTIVELY.		
<b>BV:2000</b>	<b>CP:5</b>	
<b>ACCEPTANCE CRITERIA:</b> <ol style="list-style-type: none"> <li>1. First login to application</li> <li>2. Provide a dashboard with key metrics: attendance rate, average grades, and assignment completion.</li> <li>3. Allow filtering by class, teacher, and term.</li> <li>4. Show trend graphs and export to PDF option.</li> </ol>		

<b>User Story No:27</b>	<b>Tasks:2</b>	<b>Priority: High</b>
AS A PRINCIPAL, I WANT TO APPROVE OR MODIFY SCHOOL ANNOUNCEMENTS SO THAT ALL COMMUNICATION IS MONITORED.		
<b>BV:200</b>	<b>CP:3</b>	
<b>ACCEPTANCE CRITERIA:</b>		

1. First login to application
- 2.Display list of drafted announcements with edit/approve/reject options.
- 3.Show status history (Pending, Approved, Rejected).
- 4.Notify staff upon approval.

User Story No:28	Tasks:1	Priority: Medium
AS A PRINCIPAL, I WANT TO ASSIGN TEACHERS TO SUBJECTS AND CLASSES SO THAT SCHEDULING IS ORGANIZED.		
BV:100	CP:2	
ACCEPTANCE CRITERIA:		
1. First login to application		
2.Teacher-subject-class mapping form with dropdowns.		
3.Check for duplicate assignments or conflicts.		
4.Show confirmation: "Assignment saved successfully."		

User Story No:29	Tasks:1	Priority: Low
AS A PRINCIPAL, I WANT TO MESSAGE TEACHERS OR PARENTS DIRECTLY SO THAT I CAN ADDRESS URGENT MATTERS.		
BV:50	CP:1	
ACCEPTANCE CRITERIA:		
1. First login to application		
2.Simple chat interface with user selection.		
3.Support message history and timestamps.		
4."Message sent" confirmation.		

User Story No:30	Tasks:2	Priority: Medium
AS A PRINCIPAL, I WANT TO VIEW CONSOLIDATED ATTENDANCE REPORTS SO THAT I CAN TRACK STUDENT PRESENCE TRENDS.		
BV:200	CP:2	
ACCEPTANCE CRITERIA:		
1. First login to application		
2.Monthly and term-wise attendance charts.		
3.Class and section filters.		
4.Export report to Excel.		

#### Document 4: Agile PO Experience

From this project, I have learned how to effectively manage and participate in various **Scrum sprint meetings**, including:

- ◆ **Sprint Planning Meeting** – Defining what can be delivered and how the work will be achieved.
- ◆ **Daily Scrum Meeting** – Brief daily stand-ups to synchronize team efforts and identify blockers.
- ◆ **Sprint Review Meeting** – Reviewing the completed work and gathering feedback.
- ◆ **Sprint Retrospective Meeting** – Reflecting on the sprint to improve future practices.
- ◆ **Backlog Refinement Meeting** – Grooming and prioritizing the product backlog items for upcoming sprints.

#### User Stories Creation

I have also learned how to create user stories effectively, including all essential elements:

- **Story Number**
- **Tasks Count**
- **Priority Level**

- **Acceptance Criteria**
- **Business Value (BV) & Complexity Points (CP)**

Understanding the Role of the Product Owner:

In Scrum, the **Product Owner** plays a critical role as the liaison between different parts of the organization:

- Acts as a **bridge between business stakeholders and the Scrum team**.
- Ensures transparency and communication about the **project's progress**.
- Develops a **clear vision** for the product's purpose and functionality.
- **Defines and prioritizes** features into detailed **product backlog items** to guide the development team.

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

**Product backlog:**

User Story ID	User Story	Tasks	Priority	BV	CP	Sprint
1	As a teacher, I want to upload study materials on the platform.	2	Highest	2000	5	1
2	As a teacher, I want to create assignments for students.	2	High	500	2	1
3	As a teacher, I want to view student submissions.	2	Medium	100	2	1
4	As a teacher, I want to mark attendance.	2	High	200	3	1
5	As a teacher, I want to message students directly.	1	Low	50	1	1
6	As a student, I want to submit assignments.	2	Highest	2000	5	2
7	As a student, I want to view my grades.	2	High	200	3	2
8	As a student, I want to access learning materials anytime.	1	Medium	100	2	2
9	As a student, I want to check my attendance.	1	High	200	3	2
10	As a student, I want to message teachers to ask questions.	2	Low	50	1	2
11	As a parent, I want to track my child's performance.	2	Highest	2000	5	3
12	As a parent, I want to view attendance.	2	High	200	3	3
13	As a parent, I want to message teachers.	1	Medium	100	2	3
14	As a parent, I want to view announcements.	1	Low	500	1	3

15	As a parent, I want to update my contact info.	2	Medium	200	2	3
16	As admin staff, I want to manage user accounts.	2	Highest	2000	5	4
17	As admin staff, I want to send announcements.	2	High	200	3	4
18	As admin staff, I want to view system usage reports.	1	Medium	100	2	4
19	As admin staff, I want to update academic calendar.	1	Low	50	1	4
20	As admin staff, I want to assign teachers to subjects.	2	Medium	200	2	4
21	As a principal, I want to view school-wide dashboards.	2	Highest	2000	5	5
22	As a principal, I want to approve/modify school announcements.	2	High	200	3	5
23	As a principal, I want to assign teachers to subjects/classes.	1	Medium	100	2	5
24	As a principal, I want to message teachers or parents directly.	1	Low	50	1	5
25	As a principal, I want to view consolidated attendance reports.	2	Medium	200	2	5

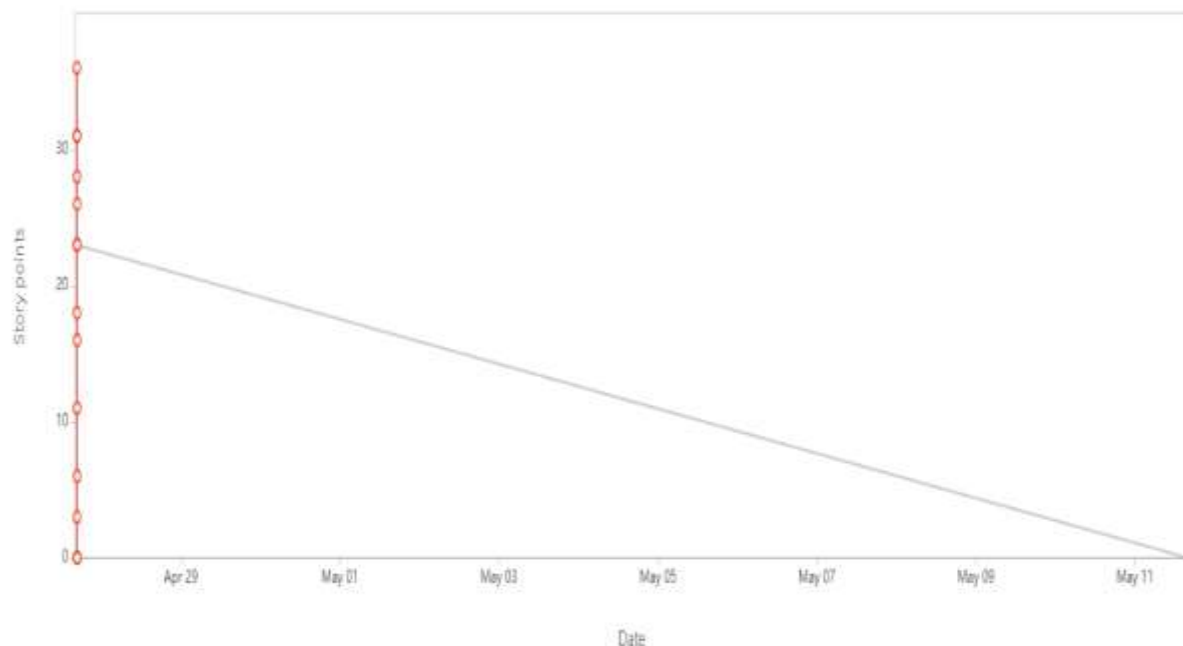
#### Sprint backlog:

User Story ID	User Story	Tasks	Owner	Status	Estimated Effort
1	As a teacher, I want to upload study materials on the platform.	2	Teacher	To Do	5
2	As a teacher, I want to create assignments for students.	2	Teacher	To Do	2
4	As a teacher, I want to mark attendance.	2	Teacher	To Do	3
6	As a student, I want to submit assignments.	2	Student	To Do	5
7	As a student, I want to view my grades.	2	Student	To Do	3
9	As a student, I want to check my attendance.	1	Student	To Do	3
11	As a parent, I want to track my child's performance.	2	Parent	To Do	5
12	As a parent, I want to view attendance.	2	Parent	To Do	3
16	As admin staff, I want to manage user accounts.	2	Admin Staff	To Do	5
17	As admin staff, I want to send announcements.	2	Admin Staff	To Do	3



21	As a principal, I want to view school-wide dashboards.	2	Principal	To Do	5
22	As a principal, I want to approve/modify school announcements.	2	Principal	To Do	3

#### Sprint burndown chart:



#### Document 6: Sprint meetings:

##### 1. Meeting Type 1: Sprint Planning meeting

Date	May 1, 2025
Time	10:00 AM – 11:30 AM
Location	Zoom (Link: <a href="https://meet.ly/eduvate">meet.ly/eduvate</a> )
Prepared By	Mr. Vandanam – Scrum Master
Attendees	
Mr. Vandanam. (Scrum Master)	
Manisha Tilekar. (Product Owner)	
Dev Team: Ms. Juhi (Senior Java Developer) Mr. Teyson Ms. Lucie Mr. Tucker Mr. Bravo	
QA: Elena R.	

#### Agenda Topics:

Topic	Presenter	Time Allotted
1. Review Sprint Goal & Definition of Done	Manisha T (PO)	10 min
2. Select Product Backlog Items (Stories)	Mr.Vandanam (SM)	15 min
3. Task Breakdown & Estimation	Dev Team Lead	30 min
4. Assign Owners & Confirm Capacity	Mr.Vandanam (SM)	15 min
5. Risks, Dependencies & Mitigations	QA Lead (Elena)	10 min

#### Other information:

Observers	Resources	Special Notes
– UX Designer (Lina)	Jira Sprint Board – “EA Sprint 1”	Have Story Point estimates ready in Jira before meeting.
– Stakeholder Rep	Eduvate Prototype (Figma link)	Confirm developer availability for mid-sprint review.
	Velocity report from last iteration (if any)	Record decisions in Confluence “Sprint 1 Planning” page.

#### Meeting Type 2: Sprint review meeting

Field	Details
Date	11-May-25
Time	1:30 PM – 2:30 PM
Location	SOONY Innovation Hub, Hyderabad
Prepared By	You (Product Owner)
Attendees	Mr. Henry (Client)
	Dr. Anjali Sharma (Principal)
	Mr. Ravi Kumar (IT Director)
	Ms. Sneha Patel (Senior Teacher)
	Mr. Arjun Mehta (Parent Rep)
	Ms. Riya Thomas (Student Rep)
	Mr. Nitin Joshi (Board Liaison)
	Mr. Vandanam (Scrum Master)
	Ms. Juhi, Mr. Teyson, Ms. Lucie, Mr. Tucker, Mr. Bravo (Dev Team)

<b>Sprint status</b>	<b>Things to demo</b>	<b>Quick updates</b>	<b>What's next</b>
Completed (12 items done)	Teacher: Upload materials & create assignments	All Highest-priority stories done	Plan Sprint 2 backlog refinement
	Student: Submit assignments & view grades	90% of High-priority done, 10% carried over	Address carry-over High-priority tasks
	Admin: Manage accounts & send announcements	No critical bugs	Begin design for grading workflow

Meeting Type 3: Sprint retrospective meeting:

<b>Field</b>	<b>Details</b>
<b>Date</b>	11-May-25
<b>Time</b>	2:45 PM – 3:30 PM
<b>Location</b>	SOONY Innovation Hub, Hyderabad
<b>Prepared By</b>	Mr. Vandanam (Scrum Master)
<b>Attendees</b>	Mr. Vandanam (Scrum Master)
	You (Product Owner)
	Ms. Juhi, Mr. Teyson, Ms. Lucie, Mr. Tucker, Mr. Bravo (Dev Team)
	Ms. Sneha Patel (Senior Teacher)
	Mr. Arjun Mehta (Parent Rep)
	Ms. Riya Thomas (Student Rep)
	Mr. Ravi Kumar (IT Director)
	Dr. Anjali Sharma (Principal)
	Mr. Nitin Joshi (Board Liaison)

<b>Agenda Item</b>	<b>What Went Well</b>	<b>What Didn't Go Well</b>	<b>Questions</b>	<b>Reference</b>
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<b>1. Sprint Collaboration</b>	Team communication was effective	Occasional misunderstandings on task hand-offs	How can we improve hand-off clarity?	Jira Daily Scrum notes
	Daily stand-ups stayed on track			
<b>2. User Story Delivery</b>	All highest-priority stories completed	Some acceptance criteria were ambiguous	How to make acceptance criteria clearer upfront?	Confluence "Sprint 1 Planning" page
	Quick feedback cycle			
<b>3. Task Estimation</b>	Estimates matched actual effort for most tasks	A few tasks were under-estimated	Should we adjust our estimation scale?	Jira Sprint Report
<b>4. Stakeholder Feedback</b>	Stakeholders attended review and gave praise	Some UI suggestions came too late	How to incorporate UI feedback earlier?	Figma prototype comments
<b>5. Action Items</b>	Identified clear improvements for next sprint	Follow-up owners not assigned immediately	Who will own each action item?	Confluence Retrospective page

#### Meeting Type 4: Daily Stand-up meeting

Question	Name/ Role	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
What did you do yesterday?	Developer 1	Completed login feature	Worked on profile module	Debugged user settings	Finished UI for dashboard	Tested profile feature	Reviewed feedback	Final testing
	Developer 2	Developed API endpoints	Integrated database	Fixed authentication bug	Created test cases	Reviewed test results	Worked on documentation	Code refactoring
	Developer 3	Designed database	Implemented data models	Integrated APIs	Worked on UI feedback	Bug fixes in profile page	Prepared release notes	Final testing

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<b>What will you do today ?</b>	<b>Develo per 1</b>	Imple ment dashb oard UI	Integrate dashboar d APIs	Test dashboa rd function ality	Create final documen tation	Prepare for demo	Final testing	Code cleanup
	<b>Develo per 2</b>	Refact or code	Optimize database queries	Test API integrati on	Fix bugs in login module	Review integrat ion	Final testing	Update documen tation
	<b>Develo per 3</b>	Imple ment search featur e	Fix bugs in profile page	Test databas e integrati on	Review UI feedback	Final testing	Final review	Deploy to producti on
<b>What (if any) is blocking your progress?</b>	<b>Develo per 1</b>	No blocke rs	API documen tation missing	Profile page UI feedbac k delayed	Waiting on API data	No blocker s	No blockers	No blockers
	<b>Develo per 2</b>	Datab ase connec tion issue	Waiting for approval	Need clarificat ion on API endpoin ts	None	Databa se perfor mance issue	No blockers	No blockers
	<b>Develo per 3</b>	Need UI assets	Waiting for feedback	Bugs in profile page UI	API not returning expected results	None	No blockers	