**Agile Documents Part 2**

**Document 1 : Definition Of Done**

**Definition Of Done (DoD)** is a shared agreement among all team members on the criteria that must be met before a backlog item is considered complete. This ensures transparency, quality, and alignment with business requirements.

The DoD is structured as a checklist that ensures :

* **Customer acceptance criteria** are satisfied.
* **Quality criteria** are met to ensure a reliable and maintainable product.
* **Team alignment** on what constitutes “done” at different project levels ( user story, sprint, release ).

***Checklist for Definition of Done***

1. **Development Criteria :**
* **Product code** for all required functionalities.
* **User Story assumptions met** as per business requirements.
* **Project builds without errors** and compiles successfully.
* **Unit tests written and passing** for all developed features.
1. **Testing & Quality Assurance :**
* **Project deployed** on a test environment identical to production.
* **Tests passed** on all required devices, browsers, and platforms.
* **Features validated by UX designer** to ensure usability.
* **QA performed & issues resolved,** including functional, integration, and performance testing.
* **Features tested against acceptance criteria** and meets all defined requirements.
1. **Product Validation & Approval :**
* **Features approved by Product Owner** and aligns with business needs.
* **Refactoring completed,** ensuring clean and maintainable code.
* **Any configuration or build changes documented** for future reference.
1. **Documentation & Deployment Readiness :**
* **End-user documentation updated** for training and support.
* **Technical documentation updated** for developers and IT teams.
* **Peer code review performed** to ensure coding standards and best practices.

By adhering to this **Definition of Done**, Volkswagen Financial Services ensures that each completed feature is high-quality, fully functional, and ready for deployment.

**Document 2 : Product Vision**

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| **Scrum Project** **Name :**  | VWFS ( Volkswagen Financial Services ) |
| Venue :  | Pune |  |  |
| Date :  | Start time : 07/08/2022 | End time : 07/08/2023 | Duration : 12 months  |
| Client :  | Volkswagen  |  |  |
| Stakeholder list :  | Volkswagen Financial Services Management | Volkswagen Dealerships  | Finance & Compliance Teams |
|  | IT & Development Teams  | Customers ( Car Buyers Seeking Financing )  |  |
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| Scrum Team  |
| Scrum Master : | Mr. Krishna |  |  |
| Product Owner : | Mr. Shivanand  |  |  |
| Scrum Developer 1: | Mr. Vaibhav |  |  |
| Scrum Developer 2: | Mr. Daulat |  |  |
| Scrum Developer 3: | Mr. Vinayak  |  |  |
| Scrum Developer 4: | Ms. Deepika |  |  |
| Scrum Developer 5: | Ms. Madhuri  |  |  |

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| ***Vision :*** The Volkswagen Financial Services POS Application aims to **generate quotations & Contracts, maintain inventory data, service records, customer information, and streamline the vehicle financing process** for Volkswagen dealership and customers by providing a **flat, transparent, and user-friendly digital solution.** This application will integrate seamlessly with dealership systems, enabling **real-time loan approvals, compliance checks, and enhanced customer experience,** ultimately driving business efficiency and sales growth.  |
| **Target group** **Market Segment :*****Automotive financing industry***, specially Volkswagen dealerships and their customers. ***Digital financial services*** for faster, paperless loan processing. **Target Audience :** *Primary Users (B2B -Volkswagen Dealerships & Finance Teams )**End Customers (B2C – Car Buyers seeking for Financing )* | **Needs****Seamless integration** with Volkswagen’s CRM, ERP, and financial systems. ***Reduced system downtime***, transaction failures, and technical issues. Easiest way to ***generate quotations*** and save customer’s details. ***Automated and real-time credit approvals*** to speed up financing.***User-friendly customer interface*** for easy loan tracking and approvals.  | **Product**A **user-friendly, digital POS solution** integrated with Volkswagen dealership systems to generate quotations, save customer data, offer real-time credit checks, loan approvals, service records , inventory management, and compliance validation.  | **Value****Value :****Speed –** Reduces financing processing time. **Integration –** Seamlessly connects with existing systems.**Transparency –** Provides real-time loan status updates to customers. **Business Growth –** Boosts sales conversions by reducing loan approval delays. **Business goals :** * Accelerate financing approvals.
* Enhance dealership efficiency.
* Ensure compliance with financial regulations.
* Reduce operational costs by automating manual loan processes.

**Business Model :** * **Service fees** from dealerships using the POS system.
* **Transaction-based commission** on approved loans.
* **Premium API integrations** for financial institutions.
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**Document 3 : User Stories**

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| **User Story No: US-001** | **Tasks :01** | **Priority : High** |
| As a Admin I want to login to the application to view the available showroom stock So that I can maintain inventory.  |
| **BV : 500 INR** | **CP : 8** |
| **Acceptance Criteria :** User can enter login Id and password. System validates entered credentials. User is logged in system.  |

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| **User Story : US-002** | **Tasks : 3** | **Priority : High** |
| As a sales Manager I want to generate quotation which include all necessary required information of customer and customer’s requirement. So that I can save the customer’s data and I can understand the requirement.  |
| **BV : 300 INR** | **CP : 8** |
| **Acceptance Criteria :** User can able to generate quotation Text box to enter the informationClick on submitInformation saved and quotation generated |

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| **User Story No: US-003** | **Tasks : 04** | **Priority : High**  |
| As a cur buyer, I want to submit s financing application through the POS system So that I can get quick approval for my car purchase.  |
| **BV : 350 INR** | **CP: 13** |
| **Acceptance Criteria :** User can enter personal and financial details System validates all required fields. Application is submitted successfully. Confirmation message is displayed.  |

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| **User Story : US-004** | **Tasks : 02** | **Priority : Medium**  |
| As a dealership finance manager, I want to perform an instant credit check for a customer, So that I can determine their loan eligibility immediately.  |
| **BV : 300 INR** | **CP : 8** |
| **Acceptance Criteria :** Dealership manager can enter customer’s CIBIL score and financial details. System checks and validates the details. As per credit score loan should be approved or rejected.  |

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| **User Story : US-005** | **Tasks : 03** | **Priority : Medium**  |
| As a showroom owner I want to view the showroom’s revenue reportSo that I can view the revenue and profits.  |
| **BV : 200 INR** | **CP : 5** |
| **Acceptance Criteria :** Select reports Select Revenue Reports Select month and year Generate Report Download report in EXCEL |

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| **User Story : US-006** | **Priority : High** |
| As an adminI want to add/update car inventory details.  |  |
| **BV: 250 INR** | **CP: 8** |
| **Acceptance Criteria :** New cars can be added, and existing details updated without errors. |  |

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| **User Story : US-007** | **Priority : critical**  |
| As a customer I want to select financing options.  |  |
| **BV : 500 INR** | **CP: 13** |
| **Acceptance Criteria :** Users can select financing plans and see accurate can details. |  |
| **User Story : US-008** | **Priority :High**  |
| As a finance officerI want to approve/reject loan applications. |  |
| **BV: 450 INR** | **CP: 8** |
| **Acceptance Criteria :** Loans can be approved/ rejected based on credit score and internal rules.  |  |

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| **User Story : US-009** | **Priority : Medium**  |
| As a customer I want to track my loan application status.  |  |
| **BV : 250 INR** | **CP: 5** |
| **Acceptance Criteria :** Customers can view real-time status updates of their loan applications.  |  |

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| **User Story : US-010** | **Priority : Medium**  |
| As a sales agentI want to schedule test drive.  |  |
| **BV : 150 INR** | **CP: 3** |
| **Acceptance Criteria :** Test drive requests can be booked and confirmed through the system.  |  |

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| **User Story : US-011** | **Priority : High**  |
| As an accountant I want to generate invoice.  |  |
| **BV : 350 INR** | **CP: 8** |
| **Acceptance Criteria :** Invoice data is correct and exportable in PDF format.  |  |

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| **User Story : US-012** | **Priority : Medium**  |
| As a customer I want to receive payment reminders.  |  |
| **BV : 100 INR** | **CP : 3** |
| **Acceptance Criteria :** Reminders are sent before due dates through SMS and email.  |  |

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| **User Story : US-013** | **Priority : High**  |
| As a showroom manager I want analyze customer buying trends.  |  |
| **BV : 300 INR** | **CP : 8** |
| **Acceptance Criteria :** Reports correctly show customer buying patterns with filtering options.  |  |

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| **User Story : US-014** | **Priority : Medium**  |
| As an adminI want to manage user roles and permissions.  |  |
| **BV : 300 INR** | **CP : 5** |
| **Acceptance Criteria :** Users can only access authorized features based on roles.  |  |

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| **User Story : US-015** | **Priority : High**  |
| As a loan officer I want to generate credit reports |  |
| **BV : 400 INR** | **CP : 8** |
| **Acceptance Criteria :** Credit report data is correctly pulled and displayed for review.  |  |

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| **User Story : US-016** | **Priority : High**  |
| As a customer I want to upload necessary documents  |  |
| **BV : 350 INR** | **CP : 5** |
| **Acceptance Criteria :** Users can upload files securely, and files are stored successfully.  |  |

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| **User Story : US-017** | **Priority : High**  |
| As a dealership owner I want to generate business performance reports.  |  |
| **BV : 450 INR** | **CP : 8** |
| **Acceptance Criteria :** Reports accurately display dealership performance data  |  |

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| **User Story : US-018** | **Priority : Critical**  |
| As a customer I want to digitally sign loan agreements.  |  |
| **BV : 450 INR** | **CP : 13** |
| **Acceptance Criteria :** Customers can sign agreements electronically without errors.  |  |

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| **User Story : US-019** | **Priority : High**  |
| As a finance manager I want to track pending loan repayments.  |  |
| **BV : 450 INR** | **CP : 8** |
| **Acceptance Criteria :** Dashboard shows overdue and upcoming loan payments.  |  |

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| **User story : US-020** | **Priority : High**  |
| As an auditor I want to verify financial transactions.  |  |
| **BV : 400 INR** | **CP : 8**  |
| **Acceptance Criteria :** Transactions are traceable and audit logs can be exported.  |  |

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| **User Story : US-021** | **Priority : High**  |
| As a customer I want to compare different loan options |  |
| **BV : 400 INR** | **CP : 5** |
| **Acceptance Criteria :** Customers can see side-by-side comparisons of loan options.  |  |

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| **User Story : US-022** | **Priority : Low** |
| As an admin I want to reset forgotten passwords.  |  |
| **BV : 100 INR** | **CP : 2** |
| **Acceptance Criteria :** Users receive password reset links via email.  |  |

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| **User Story : US-023** | **Priority : Medium**  |
| As a sales agentI want to view customer purchase history |  |
| **BV : 200 INR** | **CP : 5** |
| **Acceptance Criteria :** Customer history is displayed correctly when searched. |  |
| **User Story : US-024** | **Priority : High**  |
| As an admin I want to generate detailed audit logs |  |
| **BV : 300 INR** | **CP : 8** |
| **Acceptance Criteria :** Logs are generated and downloadable.  |  |

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| **User Story : US-025** | **Priority : Medium**  |
| As a customer I want to receive instant approval notifications.  |  |
| **BV : 300 INR** | **CP : 3** |
| **Acceptance Criteria :** Instant notifications are triggered upon approval.  |  |

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| **User Story : US-026** | **Priority : Medium**  |
| As a managerI want to filter reports by date range |  |
| **BV : 250 INR** | **CP : 5** |
| **Acceptance Criteria :** Reports update dynamically based on the date range filter.  |  |

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| **User Story : US-027** | **Priority : Low**  |
| As a sales manager I want to export customer data |  |
| **BV : 150 INR** | **CP : 3** |
| **Acceptance Criteria :** Data exports properly in CSV and PDF format.  |  |

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| **User Story : US-028** | **Priority : High**  |
| As a customer I want to set up autopay for my EMI  |  |
| **BV : 350 INR** | **CP : 8** |
| **Acceptance Criteria :** Customers can successfully enroll in autopay.  |  |

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| **User Story : US-029** | **Priority : High**  |
| As a dealer I want to view real-time stock availability |  |
| **BV : 400 INR** | **CP : 8** |
| **Acceptance Criteria :** Inventory data updates in real-time.  |  |

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| **User Story : US-030** | **Priority : High**  |
| As a showroom manager I want to view service history of cars |  |
| **BV : 350 INR** | **CP : 5** |
| **Acceptance Criteria :** Service history is displayed correctly.  |  |

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| **User Story : US-031** | **Priority : High**  |
| As a finance officerI want to apply promotional discounts on loans.  |  |
| **BV : 450 INR** | **CP : 8** |
| **Acceptance Criteria :** Discounts reflect correctly in loan calculations.  |  |

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| **User Story : US-032** | **Priority : Low**  |
| As an admin I want to automate system backups.  |  |
| **BV : 100 INR** | **CP : 2** |
| **Acceptance Criteria :** System backups data at scheduled intervals.  |  |

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| **User Story : US-033** | **Priority : Medium**  |
| As a sales agent I want to generate car comparison reports |  |
| **BV : 200 INR** | **CP : 5** |
| **Acceptance Criteria :** Report data loads correctly without errors.  |  |

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| **User Story : US-034** | **Priority : Critical**  |
| As a finance manager I want to integrate credit scoring APIs |  |
| **BV : 500 INR** | **CP : 13** |
| **Acceptance Criteria :** Credit scoring API should be integrate correctly.  |  |

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| **User Story : US-035** | **Priority : High**  |
| As an admin I want to monitor system performance in real-time |  |
| **BV : 350 INR** | **CP : 8** |
| **Acceptance Criteria :** System should track and show performance in real-time.  |  |

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| **User Story : US-036** | **Priority : 13** |
| As a loan officer I want to get instant fraud detection alerts.  |  |
| **BV : 500 INR** | **CP : 13** |
| **Acceptance Criteria :** System detect fraud activities and send instant alerts.  |  |

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| **User Story : US-037** | **Priority : High**  |
| As a dealer I want to manage commissions for sales agents |  |
| **BV : 300 INR** | **CP : 5** |
| **Acceptance Criteria :** System should track and calculate the commissions for the sales agents depending upon their sales.  |  |

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| **User Story : US-038** | **Priority : Medium**  |
| As an adminI want to set up approval workflows |  |
| **BV : 300 INR** | **CP : 5** |
| **Acceptance Criteria :** Workflow engine should set workflow of approvals.  |  |

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| **User Story : US-039** | **Priority : High**  |
| As a customer I want to apply trade-in value for down payment. |  |
| **BV : 450 INR** | **CP : 8** |
| **Acceptance Criteria :** Trade-in calculator should calculate value of down payment.  |  |

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| **User Story : US-040** | **Priority : Low**  |
| As an admin I want to enable multilingual support |  |
| **BV : 150 INR** | **CP : 3** |
| **Acceptance Criteria :** System should support multi languages and translate.  |  |

**Document 4 : Agile PO Experience**

Role of the Product Owner (PO) in the Volkswagen Financial Services POS Application Project :

1. **Product Vision & Market Experience :**

The Product Owner (PO) plays a crucial role in defining the **vision, strategy, and execution** of the Volkswagen Financial Services POS Application by leveraging **industry experience and market needs.**

1. **Responsibilities of the Product Owner :**
* Market Analysis :
* Conducts **market research** to identify the demand for a digital POS financing solution.
* Evaluates **existing similar products** in the financial services and automotive industry.
* Analyzes **competitor solutions** and identifies unique value propositions.
* Enterprise Analysis :
* Performs **due diligence** on market opportunities and potential challenges.
* Assesses **business feasibility and ROI** for the Volkswagen Financial Services POS system.
* Product Vision and Roadmap :
* Defines a **clear product vision** aligned with market needs.
* Develops a **high-level product roadmap** with key features and timeline.
* Managing Product Features :
* Engages with stakeholders to gather business and technical requirements.
* **Prioritizes epics, stories, and features** based on business impact and ROI.
* Manages **stakeholder expectations**  and ensures alignment with business objectives.
* Managing the Product Backlog :
* **Prioritizes user stories** based on business and customer needs.
* Continuously **refines the backlog** by reprioritizing tasks based on changing requirements.
* Ensures proper **epic planning and sprint alignment.**
* Managing Overall Iteration Process
* Reviews **sprint process** to ensure alignment with project goals.
* Conducts **reprioritization of sprints and epics** based on business needs.
* Leads **sprint retrospectives** with the Business Analyst to refine processes.
1. **Sprint Meetings & Agile Execution :**

From this project, I have gained experience in handling the following **Agile Scrum meetings :**

* **Sprint Planning Meeting –** Defining sprint scope, backlog items, and goals.
* **Daily Scrum Meetings –** Monitoring progress, addressing blockers, and aligning team efforts.
* **Sprint Review Meeting –** Showcasing completed work and gathering stakeholder feedback.
* **Sprint Retrospective Meeting –** Reviewing sprint performance and identifying improvements.
* **Backlog Refinement Meeting –** Adjusting user stories, reprioritizing, and ensuring clarity.
1. **User Story Creation & Key Elements :**

In this project I have worked on **user story creation,** ensuring they include the following details :

* **Story Number –** Unique ID for tracking.
* **Tasks –** Breakdown of development and testing work.
* **Priority –** Categorization ( High, Medium, Low ) based on business impact.
* **Acceptance Criteria –** Clear conditions that must be met for the story to be considered “done”.
* **BV & CP value ( Business Value & Customer Priority ) –** Ensuring alignment with business goals.
1. **Product Owner as the Communication Bridge :**

As a **Product Owner,** I acted as a **liaison** between different areas of the organization, ensuring :

* **Effective communication with business stakeholders** to align product goals.
* **Collaboration with Scrum teams** to guide development priorities.
* **Regular updates to all teams** on project progress and changes.

The **Product Owner’s vision** for the Volkswagen Financial Services POS application helped define the product’s **features, priorities, and backlog items,** ensuring smooth execution and successful delivery.

**Document 5: Product and sprint backlog and product and sprint burn down charts**

**Product Backlog :**

The Product Backlog is a prioritizes list of all features, enhancements, and bug fixes required for the Volkswagen Financial Services POS application.

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| User Story ID  | User Story  | Tasks  | Priority  | BV  | CP  | Sprint  |
| US-001 | As a Admin I want to login to the application to view the available showroom stock So that I can maintain inventory.  | UI Design, Database setup | High  | $10K | 3 | Sprint 1 |
| US-002 | As a sales Manager I want to generate quotation which include all necessary required information of customer and customer’s requirement. So that I can save the customer’s data and I can understand the requirement. | UI Form, PDF Generation, Data storage  | High  | $50k | 5 | Sprint 1 |
| US-003 | As a cur buyer, I want to submit s financing application through the POS system So that I can get quick approval for my car purchase. | UI Form, API Integration, Data validation  | High  | $100k | 13 | Sprint 2 |
| US-004 | As a dealership finance manager, I want to perform an instant credit check for a customer, So that I can determine their loan eligibility immediately.  | Credit Check API, UI Update  | Medium  | $75k | 8 | Sprint 2 |
| US-005 | As a showroom Manager I want to view the showroom’s revenue reportSo that I can view the revenue and profits.  | Report Generation, Database Queries, UI Design | Medium  | $25k | 5 | Sprint 3 |
| US-006 | As a showroom managerI want to check the latest vehicle stock came from company So that I can put them into display on showroom. | UI design, Inventory data, API integration with database | medium | $50k | 8 | Sprint 2 |
| US-007 | As a customer I want to select financing optionsSo that I can finance on vehicle. | UI development, Loan calculator, API Integration  | Critical  | $90K | 13 | Sprint 2 |
| US-008 | As a finance officer I want to approve/reject loan applications.  | Decision workflow, UI Updates, Database Update | High | $80k | 8 | Sprint 2 |
| US-009 | As a customer I want to track my loan application status  | Status UI, Database Query, Notification Setup | Medium  | $30k | 5 | Sprint 2 |
| US-010 | As a sales agentI want to schedule test drives. | Booking UI, Calendar Integration, Reminders | Medium  | $20k | 3 | Sprint 2 |
| US-011 | As an accountant I want to generate invoices. | Invoice UI, PDF Export, Payment Integration | High | $50K | 8 | Sprint 2 |
| US-012 | As a customer, I want to receive payment reminders. | SMS/Email Notifications, Scheduler Setup | Medium  | $15k | 3 | Sprint 3 |
|  US-013 | As a showroom manager I want to analyze customer buying trends. | Data Analytics, Graphs, Filters | High  | $40k | 8 | Sprint 3 |
| US-014 | As an adminI want to manage user roles and permissions.  | Role-based access control (RBAC), UI Setup | Medium  | $35k | 5 | Sprint 3 |
| US-015 | As a loan officer I want to generate credit reports. | Report UI, API calls, data processing  | High  | $60K | 8 | Sprint 3 |
| US-016 | As a customerI want to upload necessary documents.  | File upload UI, storage, security measures | High  | $45k | 5 | Sprint 3 |
| US-017 | As a dealership owner I want to generate business performance reports. | BI tools integration, dashboard UI | High  | $70k | 8 | Sprint 3 |
| US-018 | As a customer I want to digitally sign loan agreements.  | Digital signature API, UI, security compliance | Critical  | $85K | 13 | Sprint 3 |
| US-019 | As a finance manager I want to track pending loan repayments.  | Payment tracker UI, reminder system | High  | $55k | 8 | Sprint 3  |
| US-020 | As an auditor I want to verify financial transactions.  | Audit logs, report export | High  | $65k | 8 | Sprint 3 |
| US-021 | As a customer I want to compare different loan options. | Loan comparisons UI, database queries  | High  | $85k | 5 | Sprint 3 |
| US-022 | As an adminI want to reset forgotten passwords.  | Password reset UI, email OTP | Low  | $10k | 2 | Sprint 3 |
| US-023 | As a sales agentI want to view customer purchase history. | Search UI, customer purchase API | Medium  | $30k | 5 | Sprint 3 |
| US-024 | As an adminI want to generate detailed audit logs.  | Logging system, security compliance | High  | $40k | 8 | Sprint 3 |
| US-025 | As a customer I want to receive instant approval notifications. | Real-time notification setup, UI update  | Medium  | $35k | 3 | Sprint 3 |
| US-026 | As a manager I want to filter reports by date range. | Filter UI, database queries | Medium  | $25k | 5 | Sprint 3 |
| US-027 | As a sales managerI want to export customer data.  | CSV?PDF export feature | Low  | $20k | 3 | Sprint 3 |
| US-028 | As a customer I want to setup auto pay for my EMI  | Payment gateway integration, UI update | High  | $50k | 8 | Sprint 3  |
| US-029 | As a dealer I want to view real-time stock availability. | Live data fetching, UI dashboard  | High  | $60k | 8 | Sprint 3 |
| US-030 | As a showroom managerI want to view service history of cars. | Service record UI, API fetch  | High  | $40k | 5 | Sprint 3 |
| US-031 | As a finance officer I want to apply promotional discounts on loans. | Discount calculation, UI update  | High  | $75k | 8 | Sprint 3 |
| US-032 | As an admin I want to automate system backups.  | Database backup scripts, scheduling  | Low  | $10k | 2 | Sprint 3 |
| US-033 | As a sales agentI want to generate detailed car comparison reports.  | Comparison tool UI, data fetch | Medium  | $30k | 5 | Sprint 3 |
| US-034 | As a finance manager I want to integrate credit scoring APIs | API integration, UI update  | Critical  | $80k | 13 | Sprint 3 |
| US-035 | As an adminI want to monitor system performance in real-time.  | System monitoring dashboard | High  | $50k | 8 | Sprint 3 |
| US-036 | As a loan officer I want to get instant fraud detection alerts. | Fraud detection API, UI notifications | Critical  | $90k | 13 | Sprint 3 |
| US-037 | As a dealerI want to manage commissions for sales agents. | Commission tracker UI, calculation module | High  | $40k | 5 | Sprint 3 |
| US-038 | As an admin I want to set up approval workflows. | Workflow engine, UI setup  | Medium  | $35k | 5 | Sprint 3 |
| US-039 | As a customer I want to apply trade-in value for down payment.  | Trade-in calculator, UI update  | High  | $75k | 8 | Sprint 3 |
| US-040 | As an admin I want to enable multilingual support.  | Translation API, UI updates  | Low  | $20k | 3 | Sprint 3 |

**Sprint Backlog :**

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| User Story ID | User Story  | Tasks  | Owner  | Status  | Estimated Effort |
| US-001 | Admin login & showroom stock view  | UI Design  | Developer A | In Progress | 6 hrs  |
| US-001 | Admin login & showroom stock view  | Database Setup  | Developer B | Not Started  | 8 hrs  |
| US-002 | Generate customer quotation | UI Form | Developer C  | Completed  | 5 hrs  |
| US-002 | Generate customer quotation  | PDF Generation | Developer D | In Progress  | 6 hrs  |
| US-003 | Submit financing application  | UI Form & API Integration  | Developer A | Not Started  | 10 hrs  |
| US-003 | Submit financing application  | Data Validation  | Developer B | Not Started  | 5 hrs  |
| US-004 | Perform instant credit check  | Credit Check API Integration  | Developer C | Completed  | 7 hrs  |
| US-004 | Perform instant credit check  | UI Update  | Developer D | In Progress  | 4 hrs  |
| US-005 | View revenue report  | Report Generation  | Developer A | Not Started  | 9 hrs  |
| US-005 | View revenue report  | Database Queries  | Developer B | Not Started  | 6 hrs  |

**Product Burn down :**



Explanation :

* **X-axis :** Represents **Sprint Days** ( 1 to 10 ).
* **Y-axis** : Shows **Story Points Remaining** ( starting at 50 ).
* **Blur Line :** Indicates the actual progress of completed work.
* **Dashed Line ( Sprint Goal ) :** Represents the goal to complete all work by the end of the sprint.

As seen in the chart, work is being completed consistently, leading to a successful sprint.

**Sprint Burn down :**



Explanation :

* **X-axis :** Sprint Days (1 to 10)
* **Y-axis :** Story points Remaining (starting at 55)
* **Red Line :** Represents actual work completed each day.
* **Dashed Line :** Sprint goal (target to complete all work by day 10)

This chart shows a steady **decrease in remaining work,** ensuring successful sprint completion.

**Document 6 : Sprint Meetings**

**Meeting type 1 : Sprint Planning Meeting**

|  |  |
| --- | --- |
| **Date**  | 16/08/2022 |
| **Time**  | 10:00 AM  |
| **Location**  | Pune  |
| **Prepared By** | Purbhaji Bharkad  |
| **Attendees**  | Stakeholders, Project Managers, Development Team, QA Team, Database Administrator, Scrum Master, Product Owner.  |

**Agenda Topics**

|  |  |  |
| --- | --- | --- |
| **Topic**  | **Presenter**  | **Time Allotted**  |
| Sprint Goal Discussion  | Scrum Master  | 10 mins  |
| Reviewing Product Backlog Items | Product Owner  | 15 mins  |
| Prioritizing User Stories for Sprint  | Product Owner  | 10 mins  |
| Task Breakdown & Estimations  | Development Team  | 20 mins  |
| Identifying Dependencies & Risks  | Scrum Master  | 10 mins  |
| Sprint commitment & Scope Finalization  | Entire Team  | 10 mins  |
| Q&A and Next Steps  | Scrum Master  | 10 mins  |

**Other Information**

|  |  |
| --- | --- |
| Observers | All Team Members  |
| Resources  | Sprint Backlog, JIRA, Required Documents, Burndown Chart.  |
| Special Notes  |  |

**Meeting Type 2 : Sprint review meeting**

|  |  |
| --- | --- |
| **Date**  | 08/09/2022 |
| **Time**  | 4:00 Pm |
| **Location**  | Pune  |
| **Prepared By**  | Purbhaji Bharkad  |
| **Attendees**  | Scrum Team, Product Owner, Stakeholders, Business Analysts |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sprint Status**  | **Things to Demo**  | **Quick Updates**  | **What’s Next**  |
| **Sprint Goal**: Implement and test core POS functionalities, including financing applications and credit checks.  | Admin login & Stock Management (US-001)  | **Stakeholder Feedback:** Positive response to the credit check functionality. Suggested UI improvements for the quotation generation screen.  | **Carry Forward Work:** Complete showroom revenue report feature (US-005). Finalize API integration for financial reporting.  |
| **Completed User Stories :** US-001: Admin login & showroom stock view. US-002: Generate customer quotation.US-003: Submit financing application through POSUS-004: Perform instant credit check | Quotation Generation (US-002) | **Challenges Faced :** API integration issues caused delays in the revenue report feature. Initial issues with from validation for financing applications | **Upcoming Sprint Goals:** Implement payment processing for financing applications. Enhance reporting & analytics features. Conduct performance testing on POS application.  |
| **Pending User Stories :** US-005: Perform instant credit check  | Financing Application (US-003) | **Fixes Implemented :**Enhanced from validation for financing applications. Minor UI changes implemented in the quotation section.  | **Testing Focus :** Validate different financing scenarios. Ensure smooth POS integration with external credit check providers.  |
| **Burndown Chart Analysis:** Initial estimated effort: 55 hours Work completed: 48 hours Remaining effort: 7 hours | Instant Credit Check (US-004) |  | **Next Sprint Planning :** Schedule backlog refinement meeting. Prioritize new feature requests from stakeholders.  |

**Meeting Type 3: Sprint retrospective meeting**

|  |  |
| --- | --- |
| **Date**  | 20/09/2022 |
| **Time**  | 10:00 AM |
| **Location**  | Pune  |
| **Prepared By** | Purbhaji Bharkad  |
| **Attendees**  | Scrum Team, Product Owner, Scrum Master  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda**  | **What went well**  | **What didn’t go well**  | **Questions**  | **Reference**  |
| Review the sprint’s successes and challenges.  | Successful implementation of core functionalities (Admin login, financing application, credit check).  | API integration issues delayed the revenue report feature.  | How can we improve AP integration timelines?  | Sprint Backlog & Burndown Chart  |
| Identify areas for improvement.  | Positive stakeholder feedback on financing application and credit check.  | Initial difficulties in financing from validation.  | What strategies can we use to prevent last-minute UI changes?  | Stakeholder feedback from sprint review |
| Discuss actionable steps for the next sprint.  | Collaboration between development and testing teams improved efficiency.  | Some last-minute UI changes caused minor delays.  | How can we ensure daily stand-ups remain time-efficient? | Issue tracker & Bug reports |
|  | Burndown chart showed steady progress with minimal scope creep.  | Daily stand-up sometimes ran longer than scheduled.  | Are there any blockers that need immediate attention for the next sprint? |  |

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

|  |  |  |
| --- | --- | --- |
| **Question**  | **Name/Role**  | **Week “X” (from dd-mm-yyyy to dd-mm-yyyy)** |
| Monday  | Tuesday  | Wednesday  | Thursday  | Friday  | Saturday  | Sunday  |
| What did you do yesterday?  | Ganesh  | Project Alpha’s deliverables  | Project Alpha’s deliverables  | Project Alpha’s deliverables  | Presentation A  | Presentation B  |  |  |
| Vaibhav  |
| Daulat  |
| What will you do today ? | Ganesh  | Project Beta’s deliverables  | Project Beta’s deliverables  | Project Beta’s deliverables  | Presentation A | Presentation B |  |  |
| Vaibhav  |
| Daulat  |
| What (if any) is blocking your progress ? | Ganesh  | Need to connect with development team  |  |  |  |  |  |  |
| Vaibhav  |
| Daulat  |