**Live Project – Agile**

**Document 1: Definition of Done**

**Definition of Done (DoD)** establishes the criteria that must be met for a task to be considered complete. It includes code development, testing, bug fixes, documentation updates, and meeting acceptance criteria. A "Done" item should be of high quality and potentially shippable, ensuring consistency and reliability in Agile development.

**Definition** of Done is a technique where the team agrees on, and prominently displays, a list of criteria which must be met before a backlog item is considered done.

That is the team has to create a well-defined, unambiguous, measurable, agreed-upon, and shared Definition of Done between all team members.

The best form of Definition of Done representation is a checklist of activities that has to demonstrate the agreed value and quality of a user story. So, this checklist should include:

* Acceptance criteria (to satisfy customer requirements for a product)
* Quality criteria (to satisfy quality requirements for a product)

Definition of Done may be defined for different levels of project work. For example, in Agile / Scrum framework these levels of work could be user story, sprint, and release.

**Check list of DoD**

* Produced code for presumed functionalities
* Assumptions of User Story met
* Project builds without errors
* Unit tests written and passing
* Project deployed on the test environment identical to production platform
* Tests on devices/browsers listed in the project assumptions passed
* Feature ok-ed by UX designer
* QA performed & issues resolved
* Feature is tested against acceptance criteria
* Feature ok-ed by Product Owner
* Refactoring completed
* Any configuration or build changes documented
* Documentation updated
* Peer Code Review performed

**Document 2- Product Vision**

**A Product Vision Document (PVD) in an Agile project provides a high-level overview of the product's purpose, goals, and value. It serves as a guiding reference for the development team, stakeholders, and decision-makers throughout the project.**

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| **Scrum Project Name:** | Online Agriculture | | |
| **Venue:** | Delhi | | |
| **Date:** 28/03/2025 | **Start Time:** 9:00 AM | **End Time:** 9:00PM | **Duration:** 2months |
| **Client** | APT IT Solution | | |
| **Stakeholder list:** | Marketing Team, Customer Support Team, Finance etc | | |
| **Scrum Team** | | | |
| **Scrum Master** |  |  |  |
| **Product owner** |  |  |  |
| **Scrum Developer 1:** |  |  |  |
| **Scrim Developer 2:** |  |  |  |
| **Scrum Developer 3:** |  |  |  |
| **Scrum Developer 4:** |  |  |  |
| **Scrum Developer 5:** |  |  |  |

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| **Vision:** To be the leading online shopping platform providing a seamless and enjoyable experience for customers to purchase a wide range of products with convenient delivery options |
| **Target Group:**  Which market segment does the product address?  **Primary focus on individual consumers who purchase products directly from the platform.**  **Businesses purchasing bulk products or using the platform to resell or stock inventory.**  Who are the target users and customers?  Tech Saver Consumers, Budget Conscious buyers, retails shoppers and wholesale Distributors |
| **Needs:**  What problem does the product solve?  **Limited Shopping Convenience, Lack of Variety and Availability, Price Comparison Difficulties, Time-Consuming Purchase Process, Inconsistent Product Information, Limited Access to Global Products**  What Benefit does it provide?  **Convenience and Accessibility, Wider Product Range, Cost Savings and Deals, Personalized Shopping Experience, Secure and Seamless Payments, Transparency and Trust, Faster Delivery Options and Return and Refund Flexibility** |
| **Product:**  What Product is it?  **A web-based and mobile-friendly e-commerce platform for online shopping.**  What makes it desirable and special?  **Personalized recommendations using AI.**  **Seamless checkout process with multiple payment options.**  **Fast delivery with real-time tracking.**  **Secure transactions with encryption and fraud detection.**  Is it feasible to develop the product?  **The product is feasible to develop using Agile methodology, ensuring iterative improvements, user feedback, and continuous enhancements.** |
| **Value:**  How is the product going to benefit the company?  **Expands market reach by attracting online shoppers globally.**  **Generates revenue through product sales, commissions, and advertisements.**  What is the business goal?  **Achieve high customer satisfaction and retention.**  **Increase online sales and market share.**  **Ensure scalability and security for long-term success.**  What is the business model?  **Commission-based revenue from sellers.**  **Subscription model for premium users or businesses.**  **Advertisements and featured product promotions.** |

**Document 3: User stories**

A **user story** is a short, simple description of a feature written from the perspective of an end-user. It defines what the user wants to do and why, focusing on their needs rather than technical details.

BV: Business Value (BV) indicates how much value a user story or feature brings to the business or end users. It helps the product owner and stakeholders prioritize stories that will have the most positive impact.

CP: Cost of Production (CP), often measured in terms of effort or **Story Points**, reflects the complexity, effort, and time required to complete a user story. We can define the CP based on the Fibonacci series

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| **User Story Number: 01** | **Task: 2** | | **Priority: High** |
| **Value statement:**  As a new user, I want to create an account and log in securely so that I can access my profile and order history**.** | | | |
| **BV: 500** | | **CP: 02** | |
| **Acceptance Criteria:**  Users can sign up using email, phone number, or social media.  Users can reset passwords via email or OTP.  Multi-factor authentication is enabled for added security. | | | |

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| **User Story Number: 02** | **Task: 2** | | **Priority: High** |
| **Value statement:**  As a shopper, I want to search for products and apply filters so that I can quickly find the items I need. | | | |
| **BV: 200** | | **CP: 05** | |
| **Acceptance Criteria:**  Users can search by product name, category, or brand.  Filters include price range, ratings, availability, and discount offers.  Search results load quickly and accurately. | | | |

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| **User Story Number: 03** | **Task: 2** | | **Priority: High** |
| **Value statement:**  As a customer, I want to pay securely through multiple payment options so that I can complete my purchase safely. | | | |
| **BV: 500** | | **CP: 08** | |
| **Acceptance Criteria:**  Users can choose from credit/debit cards, net banking, UPI, and PayPal.  Transactions are encrypted and secure.  Payment confirmation is sent via email/SMS. | | | |

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| **User Story Number: 04** | **Task: 2** | | **Priority: High** |
| **Value statement:**  As a buyer, I want to track my orders in real time so that I know when my package will arrive. | | | |
| **BV: 500** | | **CP: 01** | |
| **Acceptance Criteria:**  Users can see order status (Processing, Shipped, Out for Delivery, Delivered).  Live tracking with estimated delivery time.  Notifications for status updates. | | | |

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| **User Story Number: 05** | **Task: 2** | | **Priority: High** |
| **Value statement:**  As a frequent shopper, I want to receive personalized product recommendations so that I can discover new items that match my interests. | | | |
| **BV: 500** | | **CP: 02** | |
| **Acceptance Criteria:**  AI-based recommendation engine suggests products based on browsing and purchase history.  Users can see recommended items on the homepage and product pages.  Option to save recommended products for later. | | | |

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| **User Story Number: 06** | **Task: 3** | | **Priority: High** |
| **Value statement:**  As a user, I want to reset my password if I forget it so that I can regain access. | | | |
| **BV: 50** | | **CP: 01** | |
| **Acceptance Criteria:**  User receives a password reset link via email.  Link expires after a specified time (e.g., 30 minutes).  New password follows complexity rules. | | | |
| **User Story Number: 07** | **Task: 3** | | **Priority: High** |
| **Value statement:**  As a user, I want to log out to secure my account | | | |
| **BV: 100** | | **CP: 03** | |
| **Acceptance Criteria:**  User can successfully log out from the system.  Session is invalidated after logout. | | | |

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| **User Story Number: 08** | **Task: 3** | | **Priority: low** |
| **Value statement:**  As a user, I want to enable two-factor authentication for additional security. | | | |
| **BV: 50** | | **CP: 05** | |
| **Acceptance Criteria:**  User can enable/disable 2FA from account settings.  2FA is required for subsequent logins once enabled.  Verification code is sent via email/SMS. | | | |

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| **User Story Number: 09** | **Task: 3** | | **Priority: Medium** |
| **Value statement:**  As a user, I want to browse products by categories so that I can find items easily. | | | |
| **BV: 200** | | **CP: 01** | |
| **Acceptance Criteria:**  Categories are displayed on the homepage.  User can navigate to subcategories.  Products are listed under the selected category. | | | |

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| **User Story Number: 10** | **Task: 3** | | **Priority: low** |
| **Value statement:**  As a user, I want to search for products using keywords so that I can quickly locate specific items. | | | |
| **BV: 200** | | **CP: 01** | |
| **Acceptance Criteria:**  Search returns relevant results matching the keyword.  Search suggestions appear as user types.  No results message displayed if no matches found. | | | |

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| **User Story Number: 11** | **Task: 4** | | **Priority: High** |
| **Value statement:**  As a user, I want to apply filters (price, brand, rating) to narrow down search results. | | | |
| **BV: 500** | | **CP: 05** | |
| **Acceptance Criteria:**  User can filter results by price range, brand, and ratings.  Filters can be reset to show all results. | | | |

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| **User Story Number: 12** | **Task: 4** | | **Priority: Medium** |
| **Value statement:**  As a user, I want to view product recommendations based on my browsing history. | | | |
| **BV: 300** | | **CP: 05** | |
| **Acceptance Criteria:**  Recommendations displayed based on past searches and purchases.  User can click on recommendations to view product details. | | | |

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| **User Story Number: 13** | **Task: 2** | | **Priority: high** |
| **Value statement:**  As a user, I want to see multiple images and videos of a product for a better understanding. | | | |
| **BV: 500** | | **CP: 02** | |
| **Acceptance Criteria:**   * Product gallery allows zooming in and out. * Videos and images load correctly. | | | |

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| **User Story Number: 14** | **Task: 2** | | **Priority: medium** |
| **Value statement:**  As a user, I want to sort products by price, popularity, and ratings so that I can compare easily. | | | |
| **BV: 200** | | **CP: 08** | |
| **Acceptance Criteria:**   * User can select sorting criteria. * Results are displayed in ascending/descending order based on selection. | | | |

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| **User Story Number: 15** | **Task: 2** | | **Priority: low** |
| **Value statement:**  As a user, I want to read customer reviews and ratings so that I can evaluate product quality. | | | |
| **BV: 100** | | **CP: 13** | |
| **Acceptance Criteria:**   * Average rating and individual reviews are displayed. * User can sort reviews by rating or date. | | | |

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| **User Story Number: 16** | **Task: 5** | | **Priority: Medium** |
| **Value statement:**  As a user, I want to ask questions about a product and receive answers from sellers or other buyers. | | | |
| **BV: 200** | | **CP: 08** | |
| **Acceptance Criteria:**   * User can submit a question. * Notifications sent when a response is received. | | | |

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| **User Story Number: 17** | **Task: 6** | | **Priority: High** |
| **Value statement:**  As a user, I want to add items to my cart so that I can purchase them later. | | | |
| **BV: 500** | | **CP: 02** | |
| **Acceptance Criteria:**   * Item is added to cart with correct quantity and price. * Cart icon updates with the number of items. | | | |

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| **User Story Number: 18** | **Task: 5** | | **Priority: medium** |
| **Value statement:**  As a user, I want to remove items from my cart if I change my mind. | | | |
| **BV: 200** | | **CP: 02** | |
| **Acceptance Criteria:**   * Item is removed successfully. * Updated total price is displayed. | | | |

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| **User Story Number: 19** | **Task: 5** | | **Priority: Low** |
| **Value statement:**  As a user, I want to save items to a wishlist for future consideration. | | | |
| **BV: 400** | | **CP: 01** | |
| **Acceptance Criteria:**   * User can add items to wishlist from the product page. * Wishlist items are saved and accessible from the user’s account. | | | |

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| **User Story Number: 20** | **Task: 2** | | **Priority: High** |
| **Value statement:**  As a user, I want to proceed to checkout after adding items to my cart. | | | |
| **BV: 500** | | **CP: 02** | |
| **Acceptance Criteria:**   * User can proceed from cart to checkout page. * Order summary is displayed before payment. | | | |

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| **User Story Number: 21** | **Task: 6** | | **Priority: Medium** |
| **Value statement:**  As a user, I want to enter my shipping and billing address during checkout. | | | |
| **BV: 200** | | **CP: 03** | |
| **Acceptance Criteria:**   * User can add/select saved addresses. * Address validation is performed. | | | |

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| **User Story Number: 22** | **Task: 5** | | **Priority: High** |
| **Value statement:**  As a user, I want to choose a payment method (credit/debit card, UPI, PayPal, etc.) for my purchase. | | | |
| **BV: 300** | | **CP: 02** | |
| **Acceptance Criteria:**  Available payment methods are displayed.  Payment is processed securely. | | | |

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| **User Story Number: 23** | **Task: 5** | | **Priority: High** |
| **Value statement:**  As a user, I want to apply discount codes or coupons during checkout. | | | |
| **BV: 500** | | **CP: 02** | |
| **Acceptance Criteria:**  Valid coupons apply a discount to the total price.  Error message for invalid or expired coupons. | | | |

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| **User Story Number: 23** | **Task: 6** | | **Priority: Low** |
| **Value statement:**  As a user, I want to view an order summary before confirming my purchase. | | | |
| **BV: 100** | | **CP: 02** | |
| **Acceptance Criteria:**  User can review and modify order details before payment.  Confirmation message displayed after successful payment. | | | |

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| **User Story Number: 24** | **Task: 7** | | **Priority: Medium** |
| **Value statement:**  As a user, I want to track my order status after making a purchase. | | | |
| **BV: 200** | | **CP: 05** | |
| **Acceptance Criteria:**  Real-time status updates (processing, shipped, delivered).  Estimated delivery date is displayed. | | | |

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| **User Story Number: 25** | **Task: 4** | | **Priority: Medium** |
| **Value statement:**  As a user, I want to receive notifications about order updates (dispatched, delivered). | | | |
| **BV: 300** | | **CP: 08** | |
| **Acceptance Criteria:**  Email/SMS notifications sent for key order events. | | | |

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| **User Story Number: 26** | **Task: 7** | | **Priority: Low** |
| **Value statement:**  As a user, I want to view my order history to check previous purchases. | | | |
| **BV: 100** | | **CP: 02** | |
| **Acceptance Criteria:**  List of past orders with status and details available. | | | |

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| **User Story Number: 27** | **Task: 8** | | **Priority: High** |
| **Value statement:**  As a user, I want to cancel or modify my order before it is dispatched. | | | |
| **BV: 500** | | **CP: 02** | |
| **Acceptance Criteria:**  User can cancel or edit order before dispatch.  Refund/adjustment initiated if applicable. | | | |

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| **User Story Number: 28** | **Task: 2** | | **Priority: High** |
| **Value statement:**  As a user, I want to initiate a return request if the product is defective or unsatisfactory. | | | |
| **BV: 500** | | **CP: 02** | |
| **Acceptance Criteria:**  Return request can be initiated within the allowed time.  Reason for return is collected. | | | |

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| **User Story Number: 29** | **Task: 4** | | **Priority: low** |
| **Value statement:**  As a user, I want to track the status of my return request. | | | |
| **BV: 200** | | **CP: 05** | |
| **Acceptance Criteria:**   * Return status is updated as received, processed, or completed. | | | |

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| **User Story Number: 30** | **Task: 5** | | **Priority: medium** |
| **Value statement:**  **As a user, I want to request a refund after returning a product.** | | | |
| **BV: 100** | | **CP: 01** | |
| **Acceptance Criteria:**   * Refund amount is processed to the original payment method. | | | |

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| **User Story Number: 31** | **Task: 2** | | **Priority: High** |
| **Value statement:**  **As a user, I want to receive promotional offers and updates about sales via email or SMS.** | | | |
| **BV: 500** | | **CP: 02** | |
| **Acceptance Criteria:**   * Opt-in/opt-out option available for promotional emails. * User receives personalized offers based on preferences. | | | |

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| **User Story Number: 32** | **Task: 3** | | **Priority: medium** |
| **Value statement:**  **As a user, I want to update my account details so that I can keep my information current.** | | | |
| **BV: 200** | | **CP: 08** | |
| **Acceptance Criteria:**   * User can update name, phone number, and address. * Email change requires re-verification. * Success message displayed after successful update. | | | |

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| **User Story Number: 33** | **Task: 4** | | **Priority: medium** |
| **Value statement:**  **As a user, I want to change my password for security reasons.** | | | |
| **BV: 100** | | **CP: 08** | |
| **Acceptance Criteria:**   * User can change password after verifying the current password. * New password follows complexity requirements. * Confirmation message displayed after password update | | | |

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| **User Story Number: 34** | **Task:4** | | **Priority: High** |
| **Value statement:**  **As a user, I want to delete my account if I no longer wish to use the platform.** | | | |
| **BV: 500** | | **CP: 08** | |
| **Acceptance Criteria:**   * Account deletion requires confirmation to prevent accidental deletions. * User receives an email notification confirming account deletion. * All personal data is removed after confirmation | | | |

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| **User Story Number: 35** | **Task: 3** | | **Priority: Low** |
| **Value statement:**  **As a user, I want to set my notification preferences so that I receive only relevant updates.** | | | |
| **BV: 100** | | **CP: 01** | |
| **Acceptance Criteria:**   * User can enable/disable order updates, promotions, and reminders. * Notification settings are saved successfully. * User receives confirmation of updated preferences. | | | |

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| **User Story Number: 36** | **Task: 3** | | **Priority: High** |
| **Value statement:**  **As a user, I want to receive notifications when an out-of-stock item becomes available.** | | | |
| **BV: 500** | | **CP: 05** | |
| **Acceptance Criteria:**   * User can opt-in for back-in-stock notifications on product pages. * Email or SMS notification is sent when the product is back in stock. | | | |

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| **User Story Number: 37** | **Task: 5** | | **Priority: Low** |
| **Value statement:**  **As a user, I want to earn reward points for every purchase I make.** | | | |
| **BV: 100** | | **CP: 01** | |
| **Acceptance Criteria:**   * Reward points are calculated based on the order total. * Points are added to the user’s account after successful delivery. * User can view accumulated points in their account. | | | |

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| **User Story Number: 38** | **Task: 5** | | **Priority: Low** |
| **Value statement:**  **As a user, I want to redeem my reward points to get a discount on future purchases.** | | | |
| **BV: 200** | | **CP: 01** | |
| **Acceptance Criteria:**   * User can apply reward points during checkout. * Discount is applied based on available points. * Confirmation of applied points and discounted total is displayed. | | | |

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| **User Story Number: 39** | **Task: 4** | | **Priority: High** |
| **Value statement:**  **As a user, I want to submit a review after purchasing a product so that I can share my experience.** | | | |
| **BV: 500** | | **CP: 01** | |
| **Acceptance Criteria:**   * User can rate the product from 1 to 5 stars. * Review text is optional but can be added. | | | |

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| **User Story Number: 40** | **Task: 7** | | **Priority: Low** |
| **Value statement:**  **As a user, I want to contact customer support if I face any issues with my order.** | | | |
| **BV: 200** | | **CP: 03** | |
| **Acceptance Criteria:**   * User can contact support via email, chat, or phone. * A support ticket is generated with a unique reference number. * User receives confirmation and estimated response time. | | | |

**Document 4: Agile PO Experience**

The Product Owner (PO) is responsible for ensuring that the online shopping platform aligns with market needs and business goals. The PO acts as a bridge between stakeholders and the development team, prioritizing features to maximize value.

**Responsibilities of the Product Owner in This Project**

1. Market Analysis

* Conducted research on consumer demand for e-commerce solutions.
* Analyzed competitor platforms like Amazon, eBay, and Shopify.
* Identified gaps and opportunities, such as personalized recommendations and secure payment integration.

2. Enterprise Analysis

* Evaluated market trends to determine the growth potential of the platform.
* Assessed financial viability and potential revenue streams (e.g., commission, advertising).

3. Product Vision & Roadmap

* Defined a clear vision: To develop a user-friendly, secure, and scalable online shopping platform.
* Created a high-level roadmap, including key features like:
  + Secure authentication and user management.
  + Product search and filtering system.
  + Payment gateway integration.
  + Order tracking and review system.

4. Managing Product Features

* Worked with stakeholders to define high-priority features for MVP (Minimum Viable Product).
* Used MoSCoW method to prioritize features based on ROI.
* Defined epics and user stories for each feature.

5. Managing Product Backlog

* Organized and prioritized user stories in the backlog.
* Reprioritized features based on stakeholder feedback and sprint progress.
* Planned epics and iterations according to business goals.

6. Managing Overall Iteration Progress

* Conducted Sprint Planning Meetings to define scope and tasks.
* Led Daily Scrum Meetings to track progress and address blockers.
* Reviewed development progress in Sprint Review Meetings.
* Conducted Sprint Retrospectives to improve Agile workflows.

**Agile Sprint Meetings & Takeaways**

During this project, I gained hands-on experience in managing the following Scrum ceremonies:

1. Sprint Planning Meeting – Defined sprint scope, backlog, and goals.
2. Daily Scrum Meeting – Conducted stand-up meetings to track team progress.
3. Sprint Review Meeting – Reviewed the work completed in each sprint.
4. Sprint Retrospective Meeting – Identified areas for improvement.
5. Backlog Refinement Meeting – Prioritized and updated user stories.

**User Story Creation & Breakdown**

I also learned to create and refine **user stories** using the Agile format, which includes:

* **Story Number** – Unique identifier for tracking.
* **Tasks** – Breakdown of development and testing tasks.
* **Priority** – Based on business value and urgency.
* **Acceptance Criteria** – Defined conditions to verify completion.
* **BV (Business Value) & CP (Customer Priority)** – Measures the impact of the feature.

**Role of the Product Owner in Scrum**

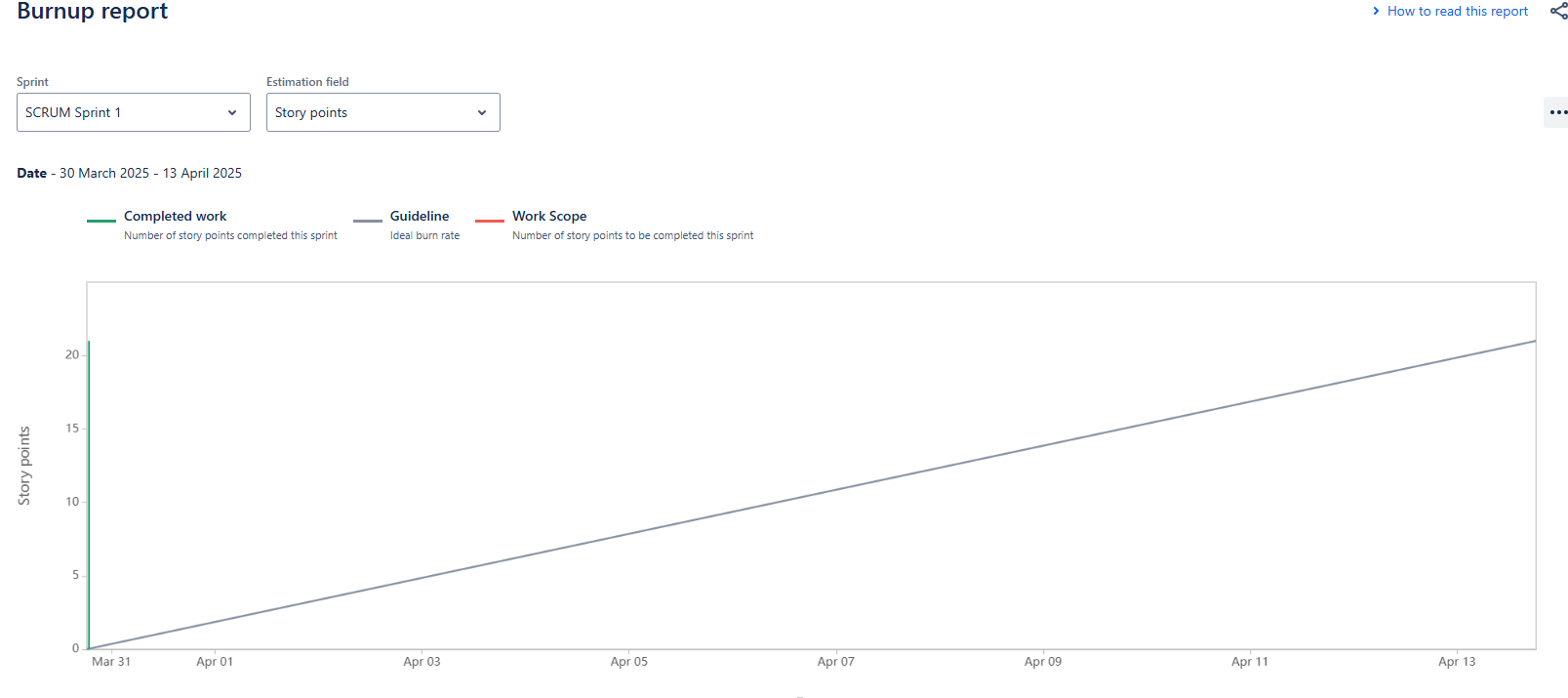
* Acted as the **primary link** between business stakeholders and the Scrum team.
* Communicated business goals and **translated them into product backlog items**.
* Ensured that product development **aligns with user needs and business objectives**.
* Defined and **prioritized product features**, ensuring **maximum value delivery**.

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

Product Backlog

The **Product Backlog** is a prioritized list of all the features, enhancements, bug fixes, technical work, and knowledge acquisition required for the product. It serves as a **single source of truth** for everything that needs to be done in the project.

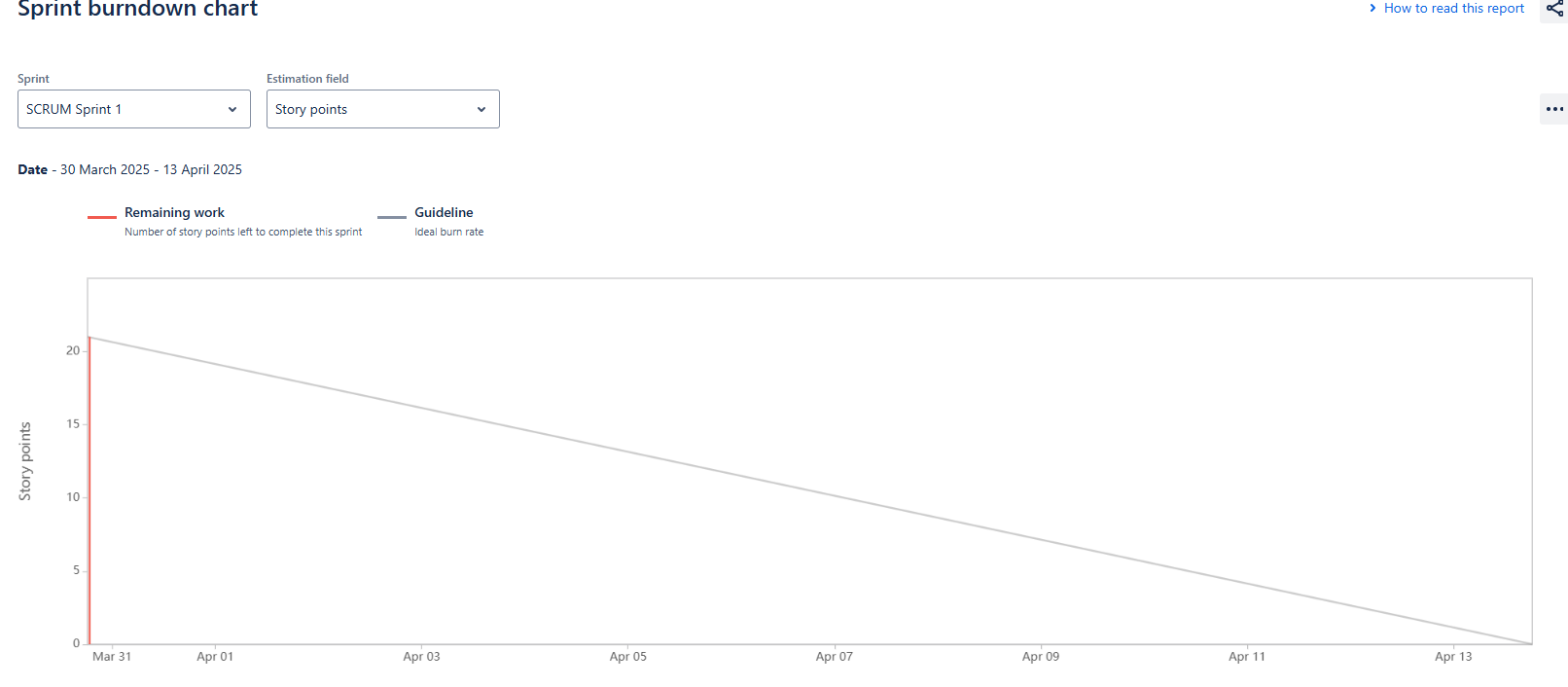
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| User Story ID | User Story | Task | Priority | BV | CP | Sprint |
| US- 001 | User Registration and login | Design UI, implement authentication, Test security | High | 500 | 02 | Sprint 1 |
| US- 002 | Product Search & Filtering | Develop search functionality, Add filters, Test search performance | High | 500 | 02 | Sprint 1 |
| US- 003 | Secure Payment Integration | Integrate payment gateway, Implement encryption, Test transactions | High | 500 | 02 | Sprint 2 |
| US- 004 | Order Tracking | Develop tracking system, Link with logistics API, Test order updates | High | 500 | 02 | Sprint 2 |
| US- 005 | Customer Reviews & Ratings | Create review section, Implement rating system, Moderation features | Medium | 500 | 02 | Sprint 3 |
| US -006 | Personalized Recommendations | Develop AI-based suggestions, Integrate with user data, Test accuracy | Low | 100 | 02 | Sprint 3 |



Sprint Backlog( Sprint 1)

The **Sprint Backlog** is a subset of the Product Backlog that contains the items selected for implementation during a **Sprint**. It includes all the work the team plans to accomplish in that sprint, along with a detailed plan on how to complete it.

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| User ID | User Story | Task | Owner | Status | Estimated Efforts |
| US- 001 | User Registration and login | Design UI, implement authentication, Test security | Dev Team | In progress | 5 |
| US- 002 | Product Search & Filtering | Develop search functionality, Add filters, Test search performance | Dev Team | Completed | 8 |



**Document 6: Sprint meetings**

**Meeting Type 1: Sprint Planning meeting**

**To plan and define the work that will be done during the upcoming sprint.**

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| --- | --- |
| Date | 30/03/2025 |
| Time | 9:00 AM |
| Location | Virtual |
| Prepared by | Product Owner |
| Attendees | Scrum Master, Product Owner, Developers, QA Team, Business Analyst |

**Agenda Topics**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Presenter** | **Time allotted** |
| **Sprint Goal and Scope** | **Product Owner** | **10 min** |
| **Backlog Reviews** | **Scrum Master** | **15 min** |
| **Task Breakdown** | **Development team** | **20 min** |
| **Estimate** | **Scrum Team** | **15 min** |
| **Dependencies and Risk** | **Scrum Master** | **10 min** |

**Other Information**

|  |  |
| --- | --- |
| **Observer** |  |
| **Resources** | **Product backlog, Jira** |
| **Special Notes** | **The sprint will focus on product search, filtering, and secure payment integration.**  **User stories and priorities finalized for the upcoming sprint.** |

**Meeting Type 2: Sprint review meeting**

**The Sprint Review is a meeting held at the end of a sprint where the Scrum Team demonstrates the completed work (Increment) to stakeholders, gathers feedback, and discusses any necessary changes or improvements.**

|  |  |
| --- | --- |
| **Date** | 30/03/2025 |
| **Time** | 9:00 AM |
| **Location** | Virtual |
| **Prepared by** | Product Owner |
| **Attendees** | **Scrum Master, Product Owner, Developers, QA Team, Business Analyst, Stakeholders** |

|  |  |  |  |
| --- | --- | --- | --- |
| Sprint Status | Things to demo | Quick Update | What’s next |
| Completed task  Pending task | Functional **product search with filtering options**  Working **checkout process** with multiple payment options | Minor UI improvements based on feedback.  Performance optimization for search functionality. | Develop and integrate **real-time order tracking**.  Implement **customer reviews and ratings feature**. |

**Meeting Type 3: Sprint retrospective meeting**

**The Sprint Retrospective is a meeting held at the end of a sprint where the Scrum Team reflects on the past sprint, identifies what went well, what didn’t go well, and discusses areas for improvement to enhance future sprints.**

|  |  |
| --- | --- |
| Date | 30/03/2025 |
| Time | 9:00 AM |
| Location | Virtual |
| Prepared by | Scrum Master |
| Attendees | Scrum Master, Product Owner, Development Team |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda** | **What went well** | **What didn’t go well** | **Questions** | **Reference** |
| Review Sprint Performance  Discuss what worked well  Identify areas of improvement  Plan for process improvements | Smooth collaboration between teams. Payment integration completed ahead of schedule. Effective backlog grooming resulted in clear user stories. | Some delays in implementing order tracking due to API issues. Need better coordination between development and QA teams. | How can we improve sprint velocity?  How to ensure early testing and bug resolution? |  |

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Questions** | **Name and Role** | **Week ( from** | | | | | | |
|  |  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| **What did you do yesterday** | **Developer 1** | Integrated user authentication | | | | | | |
| **Developer 2** | Fixed bugs in payment gateway | | | | | | |
| **Developer 3** | Developed UI for product search | | | | | | |

|  |  |  |
| --- | --- | --- |
| **What will you do today ?** | **Developer 1** | Work on API for order tracking |
| **Developer 2** | Test payment flow in staging |
| **Developer 3** | Finalize UI for checkout page |
| **What (if any) is blocking your progress?** | **Developer 1** | Awaiting API response from third-party vendor |
| **Developer 2** | Need more test data for transactions |
| **Developer 3** | Waiting for UI feedback from the PO |