**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.
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**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**

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| --- | --- | --- |
| **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.**

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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, Stakeholders** |

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| --- | --- | --- | --- |
| 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.**

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

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| **Agenda**  | **What went well**  | **What didn’t go well**  | **Questions**  | **Reference**  |
| Review Sprint PerformanceDiscuss what worked wellIdentify areas of improvementPlan 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**

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| **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 |

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| --- | --- | --- |
| **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 |