Document 1: Definition of Done

For the LMS (Testbook) enhancement project, it will serve as a foundation for evaluating when a feature or iteration is ready to be deployed.

Project Name: Testbook LMS Enhancement Project

Author: Sarah Williams, BA

Date: 14-01-2025

DoD Checklist for LMS Enhancement Project

Acceptance Criteria:

* Fully satisfy all **acceptance criteria** defined for the user story.
* Align with customer requirements and assumptions.
* Receive approval from the **Product Owner (PO)** for functionality and completeness

Quality Criteria:

* Implemented as **error-free, functional code** that satisfies the defined functionality.
* Pass **unit testing** with all tests written and successfully executed.
* Integrate seamlessly into the project, building successfully in the test environment.
* Undergo and pass **functional and non-functional testing**, including:
  1. Cross-browser and cross-device compatibility tests.
  2. Load and performance tests, ensuring the system meets scalability requirements.
* Reviewed and approved through **peer code reviews**.
* Complete any **planned refactoring** to ensure maintainable code.

Deployment Readiness:

* Deployed to a test environment identical to production for verification.
* Pass all regression testing to ensure no adverse effects on existing functionalities.
* Include updated technical documentation (e.g., system configuration, user guides, and FAQs).
* Align with a documented and approved deployment plan for the production environment.

Documentation And Approvals:

* Accompanied by updated and accurate training materials for stakeholders and end-users.
* Receive approval from key stakeholders, including the UX designer and Product Owner (PO).

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| Role | Responsibilities |
| Business Analyst (BA) | Define and validate acceptance and quality criteria; ensure documentation updates. |
| Product Owner (PO) | Validate and approve functionality as aligned with business objectives. |
| Developers | Write quality code, implement functionality, and perform peer reviews. |
| QA Team | Conduct functional, non-functional, and regression testing. |
| UX Designer | Approve user experience and design aspects. |
| Scrum Master | Ensure compliance with the DoD during Agile ceremonies and delivery. |

Approvals:

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| Role | Name | Date | Signature |
| Business Analyst (BA) | Ms Sarah | 14-01-2025 |  |
| Product Owner (PO) | Mr Joy | 14-01-2025 |  |
| Scrum Master | Mr. Zeke | 14-01-2025 |  |

This Definition of Done document serves as a comprehensive checklist and guideline for the Testbook LMS Enhancement Project. It ensures that all deliverables meet customer and stakeholder requirements, adhere to quality standards, and are production-ready.

Document 2 Product Vision

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| Scrum Project Name: | Testbook LMS Enhancement |  |  |
| Venue: | Conference Room 2, HQ |  |  |
| Date: 14-01-2025 | Start Time: 10:00Am | End Time: 12:00 PM | Duration: 2Hours |
| Client: | Testbook Ltd. |  |  |
| Stakeholder Lists: | Ms. Emily | Mr. George | Ms. Olive |
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| Scrum Team | |
| Product owner: | Mr. Joy |
| Scrum Master: | Mr. Zeke |
| Scrum Developer 1: | Liam Wilson |
| Scrum Developer 2: | Ava Martinez |
| Scrum Developer 3: | Noah Brown |
| Scrum Developer 4: | Sophia Davis |
| Scrum Developer 5: | Mason Thompson |

Product Vision

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| **Vision:** The vision of the project is to deliver a cutting-edge, user-friendly, and efficient learning management system that empowers users to achieve their learning goals seamlessly | | | |
| **Target Group** | **Needs** | **Products** | **Value** |
| **Market Segment:**  Students preparing for competitive exams (UPSC, SSC, Banking, etc.)  - Professionals seeking certifications  - Educators and trainers | **What problem does the product solve?**  Lack of immersive and interactive learning experiences  - Limited performance tracking for users  - Absence of adaptive learning based on individual needs | **What is the product?**  - Enhanced Learning Management System (LMS)  **Desirability:**  - Combines AR/VR for immersive learning experiences  - AI-driven personalized learning paths and analytics | **How does it benefit the company?**  - Attracts a broader audience with cutting-edge features  - Increases user retention and engagement  Business Goals:  - Achieve 30% user growth and 20% revenue increase within a year  - Improve student success rates by 25%. |
| **Who are the users?**  - Students  - Corporate employees  - Instructors and tutors | **What benefits does it provide?**  - Real-time feedback and performance insights  - Personalized learning experience  - Access to state-of-the-art technologies like AR/VR and AI | **Special Features:**  - AR/VR integration for engaging and immersive learning modules  - Advanced analytics for instructors and learners  - Adaptive testing and real-time tracking tools | **Business Model**:  - Subscription-based pricing with tiered plans  - Premium packages for advanced features like AR/VR and AI analytics. |

Document 3 : User Stories

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| User Story No: 1 | Tasks: 2 | | Priority: High |
| Value Statement:  As an Admin,  I want to assign user roles dynamically,  So that I can control user access efficiently. | | | |
| BV: 500 | | CP: 2 | |
| Acceptance Criteria:  Role-based permissions are implemented successfully.  Unauthorized access attempts are logged and flagged.  Admins can update, delete, or reassign roles dynamically without errors. | | | |

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| User Story No: 2 | Tasks: 4 | | Priority: Low |
| Value Statement:  As a Student,  I want to track my completed courses,  So that I can monitor my learning progress. | | | |
| BV: 100 | | CP: 8 | |
| Acceptance Criteria:  Students can view their completed courses on the dashboard.  Filters for "Completed" and "Ongoing" courses work correctly.  Any new completed courses are updated automatically in real-time. | | | |

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| User Story No: 3 | Tasks: 6 | | Priority: High |
| Value Statement:  As a Manager,  I want to view team performance reports,  So that I can evaluate productivity. | | | |
| BV: 500 | | CP: 3 | |
| Acceptance Criteria:  Reports display accurate and up-to-date data for selected timeframes.  Reports can be exported as PDFs without data loss or formatting issues.  Charts and graphs in reports are visually clear and responsive. | | | |

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| User Story No: 4 | Tasks: 8 | | Priority: Medium |
| Value Statement:  As a Tutor,  I want to upload assignments with deadlines,  So that students can submit their work on time. | | | |
| BV: 200 | | CP: 5 | |
| Acceptance Criteria:  Teachers can upload assignments with clear instructions and deadlines.  Notifications are sent to students for assignment uploads and upcoming deadlines.  Submitted assignments are timestamped and marked as "On Time" or "Late." | | | |

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| User Story No: 5 | Tasks: 9 | | Priority: High |
| Value Statement:  As an Admin,  I want to generate user activity logs,  So that I can track platform usage. | | | |
| BV: 500 | | CP: 3 | |
| Acceptance Criteria:  Logs are displayed with detailed activity timestamps and user actions.  Filters for logs allow searching by user, action type, and date range.  Logs can be exported in CSV format and downloaded without errors. | | | |

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| User Story No: 6 | Tasks: 10 | | Priority: Medium |
| Value Statement:  As a Student,  I want to view personalized course recommendations,  So that I can enroll in relevant courses. | | | |
| BV: 200 | | CP: 3 | |
| Acceptance Criteria:  Recommendations are displayed based on previous course history.  Recommendations update dynamically as new courses are added.  Students can enroll directly from the recommendations page. | | | |

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| User Story No: 7 | Tasks: 12 | | Priority: High |
| Value Statement:  As a Manager,  I want to set performance goals for my team,  So that I can track their progress effectively. | | | |
| BV: 500 | | CP: 2 | |
| Acceptance Criteria:  Managers can assign goals with deadlines and descriptions.  Team members receive notifications about new or updated goals.  Progress tracking is updated dynamically as milestones are completed. | | | |

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| User Story No: 8 | Tasks: 13 | | Priority: Low |
| Value Statement:  As a Student,  I want to reset my forgotten password,  So that I can regain access to my account. | | | |
| BV: 50 | | CP: 8 | |
| Acceptance Criteria:  Password reset emails are sent immediately upon request.  Reset links expire after a specified duration for security.  Users are notified of successful password resets via email. | | | |

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| User Story No: 9 | Tasks: 14 | | Priority: Medium |
| Value Statement:  As a Tutor,  I want to create quizzes for my students,  So that I can assess their knowledge | | | |
| BV: 200 | | CP: 5 | |
| Acceptance Criteria:  Teachers can add multiple-choice, true/false, and short-answer questions.  Quizzes automatically grade multiple-choice and true/false questions.  Quiz results are instantly available to students upon submission. | | | |

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| User Story No: 10 | Tasks: 15 | | Priority: High |
| Value Statement:  As an Admin,  I want to configure platform-wide notifications,  So that users stay informed about important updates. | | | |
| BV: 300 | | CP: 3 | |
| Acceptance Criteria:  Notifications can be set as system-wide or targeted to specific roles.  Users can view notifications on their dashboard.  Notifications are archived after 30 days for future reference. | | | |

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| User Story No: 11 | Tasks: 17 | | Priority: Medium |
| Value Statement:  As a Student,  I want to bookmark courses,  So that I can revisit them later. | | | |
| BV: 100 | | CP: 5 | |
| Acceptance Criteria:  Students can bookmark courses with a single click.  Bookmarked courses are displayed in a dedicated "Bookmarks" section.  Students can remove bookmarks at any time. | | | |

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| User Story No: 12 | Tasks: 18 | | Priority: High |
| Value Statement:  As a Manager,  I want to generate team attendance reports,  So that I can ensure compliance with schedules. | | | |
| BV: 500 | | CP: 2 | |
| Acceptance Criteria:  Attendance reports display daily, weekly, and monthly statistics.  Filters allow viewing attendance for individual team members.  Reports can be exported as PDF or CSV files. | | | |

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| User Story No: 13 | Tasks: 19 | | Priority: Medium |
| Value Statement:  As a Tutor,  I want to provide feedback on assignments,  So that students can improve their work. | | | |
| BV: 200 | | CP: 2 | |
| Acceptance Criteria:  Teachers can add comments directly to submitted assignments.  Feedback is visible to students immediately after submission.  Notifications are sent to students when feedback is provided. | | | |

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| User Story No: 14 | Tasks: 21 | | Priority: Low |
| Value Statement:  As a Student,  I want to set reminders for upcoming deadlines,  So that I can submit my work on time. | | | |
| BV: 50 | | CP: 8 | |
| Acceptance Criteria:  Students can set custom reminders for assignment deadlines.  Reminders appear as notifications and email alerts.  Reminders are dismissed automatically after deadlines pass. | | | |

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| User Story No: 15 | Tasks: 20 | | Priority: High |
| Value Statement: As an Admin,  I want to integrate payment gateways,  So that students can pay for premium courses. | | | |
| BV: 500 | | CP: 3 | |
| Acceptance Criteria:  Payment gateways support multiple modes (credit card, UPI, etc.).  Transactions are secured with encryption and two-factor authentication.  Payment receipts are generated and emailed to students. | | | |

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| User Story No: 16 | Tasks: 19 | | Priority: Medium |
| Value Statement:  As a Tutor,  I want to upload lecture recordings,  So that students who miss classes can review them later. | | | |
| BV: 200 | | CP: 5 | |
| Acceptance Criteria:  Teachers can upload video files up to 2GB in size.  Students can stream recordings or download them for offline use.  Videos are automatically archived after the course ends. | | | |

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| User Story No: 17 | Tasks: 22 | | Priority: Low |
| Value Statement:  As a Student,  I want to customize my profile,  So that I can personalize my learning experience. | | | |
| BV: 50 | | CP: 8 | |
| Acceptance Criteria:  Students can update their profile picture, bio, and preferences.  Changes are reflected immediately on their dashboard.  Notifications alert users to save changes before leaving the page. | | | |

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| User Story No: 18 | Tasks: 23 | | Priority: High |
| Value Statement:  As an Admin,  I want to generate revenue reports,  So that I can analyze platform earnings. | | | |
| BV: 500 | | CP: 2 | |
| Acceptance Criteria:  Revenue reports display daily, monthly, and yearly income.  Filters allow viewing revenue by course or instructor.  Reports can be exported in Excel or PDF format. | | | |

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| User Story No: 19 | Tasks: 24 | | Priority: Medium |
| Value Statement:  As a Manager,  I want to monitor team workload,  So that I can allocate resources efficiently. | | | |
| BV: 200 | | CP: 5 | |
| Acceptance Criteria:  Managers can view team workloads on a single dashboard.  Workload data is updated in real-time based on task completion.  Alerts are sent when workload thresholds are exceeded. | | | |

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| User Story No: 20 | Tasks: 25 | | Priority: High |
| Value Statement:  As a Tutor,  I want to grade assignments online,  So that students can receive feedback quickly. | | | |
| BV: 500 | | CP: 3 | |
| Acceptance Criteria:  Teachers can assign grades with a single click.  Grade distribution is displayed visually on the course dashboard.  Students are notified immediately once grades are published. | | | |

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| User Story No: 21 | Tasks: 26 | | Priority: Low |
| Value Statement:  As a Student,  I want to filter courses by difficulty level,  So that I can find ones suitable for my expertise. | | | |
| BV: 50 | | CP: 8 | |
| Acceptance Criteria:  Students can filter courses by beginner, intermediate, and advanced levels.  Course results update dynamically based on selected filters.  Difficulty levels are displayed on the course details page. | | | |

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| User Story No: 22 | Tasks: 27 | | Priority: Medium |
| Value Statement:  As a Manager,  I want to track team communication,  So that I can ensure smooth collaboration. | | | |
| BV: 500 | | CP: 5 | |
| Acceptance Criteria:  Communication logs display messages exchanged within the team.  Logs can be filtered by date or participant.  Notifications alert managers to unread messages or updates. | | | |

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| User Story No: 23 | Tasks: 28 | | Priority: High |
| Value Statement:  As an Admin,  I want to enable two-factor authentication for user accounts,  So that I can improve platform security. | | | |
| BV: 500 | | CP: 3 | |
| Acceptance Criteria:  Users can enable or disable two-factor authentication in settings.  Authentication methods include SMS, email, or authenticator apps.  Failed login attempts trigger alerts to the user’s email. | | | |

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| User Story No: 24 | Tasks: 29 | | Priority: Medium |
| Value Statement:  As a Tutor,  I want to schedule live classes,  So that I can interact with students in real-time. | | | |
| BV: 200 | | CP: 5 | |
| Acceptance Criteria:  Teachers can set class timings and durations in advance.  Students receive notifications about upcoming live sessions.  Live sessions are automatically recorded for future access. | | | |

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| User Story No: 25 | Tasks: 30 | | Priority: Low |
| Value Statement:  As a Student,  I want to earn badges for completing milestones,  So that I stay motivated. | | | |
| BV: 50 | | CP: 5 | |
| Acceptance Criteria:  Badges are awarded for course completion and top quiz scores.  Students can view their badges in a dedicated "Achievements" section.  Notifications inform students when new badges are earned. | | | |

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| User Story No: 26 | Tasks: 31 | | Priority: High |
| Value Statement:  As an Admin,  I want to monitor user activity logs,  So that I can identify and address suspicious behavior. | | | |
| BV: 500 | | CP: 1 | |
| Acceptance Criteria:  Admins can view activity logs, including login times and IP addresses.  Logs are searchable and filterable by date and user.  Alerts notify admins of multiple failed login attempts. | | | |

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| User Story No: 27 | Tasks: 33 | | Priority: Medium |
| Value Statement:  As a Tutor,  I want to upload quizzes with multiple question types,  So that I can assess students’ understanding effectively. | | | |
| BV: 200 | | CP: 8 | |
| Acceptance Criteria:  Teachers can create quizzes with multiple-choice, short answer, and fill-in-the-blank questions.  Students receive instant feedback on their answers.  Teachers can set time limits and weightage for each quiz. | | | |

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| User Story No: 28 | Tasks: 34 | | Priority: Low |
| Value Statement:  As a Student,  I want to set reminders for course deadlines,  So that I can manage my time effectively. | | | |
| BV: 50 | | CP: 5 | |
| Acceptance Criteria:  Students can set reminders for assignments, quizzes, and exams.  Notifications are sent via email and in-app alerts.  Reminders can be customized or snoozed. | | | |

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| User Story No: 29 | Tasks: 35 | | Priority: Medium |
| Value Statement:  As a Manager,  I want to track project timelines visually,  So that I can ensure timely delivery. | | | |
| BV: 200 | | CP: 3 | |
| Acceptance Criteria:  Gantt charts display project timelines and milestones.  Managers can adjust timelines by dragging and dropping tasks.  Alerts notify managers of overdue or at-risk tasks. | | | |

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| User Story No: 30 | Tasks: 36 | | Priority: High |
| Value Statement:  As a Tutor,  I want to provide personalized feedback on assignments,  So that students can improve their performance. | | | |
| BV: 500 | | CP: 1 | |
| Acceptance Criteria:  Teachers can leave comments on specific sections of assignments.  Students are notified when feedback is provided.  Feedback history is stored for future reference. | | | |

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| User Story No: 31 | Tasks: 38 | | Priority: Low |
| Value Statement:  As a Student,  I want to search for courses using keywords,  So that I can quickly find relevant topics. | | | |
| BV: 100 | | CP: 8 | |
| Acceptance Criteria:  The search bar supports keywords, course titles, and instructor names.  Search results are displayed with filters for category and difficulty.  Search results update dynamically as keywords are entered. | | | |

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| User Story No: 32 | Tasks: 39 | | Priority: Medium |
| Value Statement:  As a Manager,  I want to assign roles to team members,  So that I can define clear responsibilities. | | | |
| BV: 200 | | CP: 5 | |
| Acceptance Criteria:  Managers can assign and modify roles within their team.  Role changes reflect immediately in the system.  Team members are notified of their assigned responsibilities. | | | |

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| User Story No: 33 | Tasks: 41 | | Priority: High |
| Value Statement:  As an Admin,  I want to archive inactive user accounts,  So that the system remains clean and efficient. | | | |
| BV: 500 | | CP: 1 | |
| Acceptance Criteria:  Accounts inactive for over a year are flagged for archiving.  Archived accounts can be reactivated upon user request.  Notifications are sent to users before their accounts are archived. | | | |

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| User Story No: 34 | Tasks: 42 | | Priority: Medium |
| Value Statement:  As a Tutor,  I want to group students into teams,  So that they can collaborate on projects. | | | |
| BV: 100 | | CP: 3 | |
| Acceptance Criteria:  Teachers can create, modify, and dissolve student groups.  Groups have access to shared discussion boards and files.  Teachers can monitor group activity and participation. | | | |

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| User Story No: 35 | Tasks: 46 | | Priority: Low |
| Value Statement:  As a Student,  I want to bookmark important resources,  So that I can access them quickly. | | | |
| BV: 100 | | CP: 8 | |
| Acceptance Criteria:  Students can bookmark videos, documents, and discussion threads.  Bookmarks are displayed in a dedicated "My Bookmarks" section.  Bookmarked resources are accessible offline if downloaded. | | | |

Document 4 : Agile PO Experience

Agile Product Owner Experience: LMS (Testbook) Enhancement Project

In the LMS (Testbook) Enhancement Project, I have played a key role in driving the product development process, ensuring that the solution meets market needs and aligns with company goals. My responsibilities span across strategic decision-making and Agile methodologies, including the following areas:

1. Markey Anaylsis:

* Conducted a detailed analysis of the current market needs and demands for learning platforms.
* Researched the availability of similar LMS solutions in the market to identify gaps and opportunities.
* Benchmarked features of competitors to ensure the Testbook LMS was competitive and innovative.

2. Enterprise Analysis:

* Performed due diligence on the market opportunity by analyzing current trends, user pain points, and feedback to validate the business case for the LMS enhancement.
* Evaluated the business value and cost-performance trade-offs to ensure project feasibility.

3. Product vision And Roadmap:

* Collaborated to define a clear product vision that aligned with the market need and Testbook's long-term goals.
* Developed a roadmap with high-level features and a timeline that balanced criticality, ROI, and technical feasibility.

4. Managing Product Features:

* Worked closely with stakeholders to prioritize features based on their business impact and user value.
* Reviewed and refined epics, stories, and features to ensure they met stakeholder expectations and user requirements.

5. Managing Product backlog:

* Actively participated in backlog refinement to prioritize and reprioritize user stories based on evolving stakeholder needs.
* Collaborated on epic planning to align high-level requirements with sprint goals.

6. Managing Overall Iteration Progress:

* Reviewed sprint progress and reprioritized sprints as necessary to address blockers or high-priority needs.
* Participated in sprint retrospectives to identify improvement areas and ensure alignment with business goals.

Agile Methodology Expertise:

As part of the LMS (Testbook) Enhancement Project, I have gained extensive experience in managing key Agile ceremonies, including:

Sprint Meetings:

1. Sprint Planning Meetings: Worked alongside the PO to break down epics into user stories, prioritize them, and define sprint goals. Ensured team members had a clear understanding of the objectives and deliverables for each sprint.

2. Daily Scrum Meetings: Attended daily scrums to track progress, provide clarifications, and address any blockers identified by the team.

3. Sprint Review Meetings: Collaborated with the PO to demonstrate completed features to stakeholders, collecting feedback for improvement.

4. Sprint Retrospective Meetings: Discussed lessons learned and identified actionable points to enhance the team's workflow and sprint execution.

5. Backlog Refinement Meetings: Refined the backlog to ensure stories were properly detailed, prioritized, and ready for development.

User Story Creation And Management:

In this project, I have been responsible for creating and managing detailed user stories that outline specific features and enhancement, ensuring that they are well-defined and actionable for the development team:

* Story No: Unique identifier for each story.
* Tasks: Breakdown of actionable steps for developers, testers, and designers.
* Priority: Level of urgency (High, Medium, Low) based on business needs.
* Acceptance Criteria: Defined conditions under which a story is deemed complete.
* BV & CP Value: Business Value (BV) and Complexity Points (CP) to estimate ROI and effort.

Collaboration as a Business Analyst:

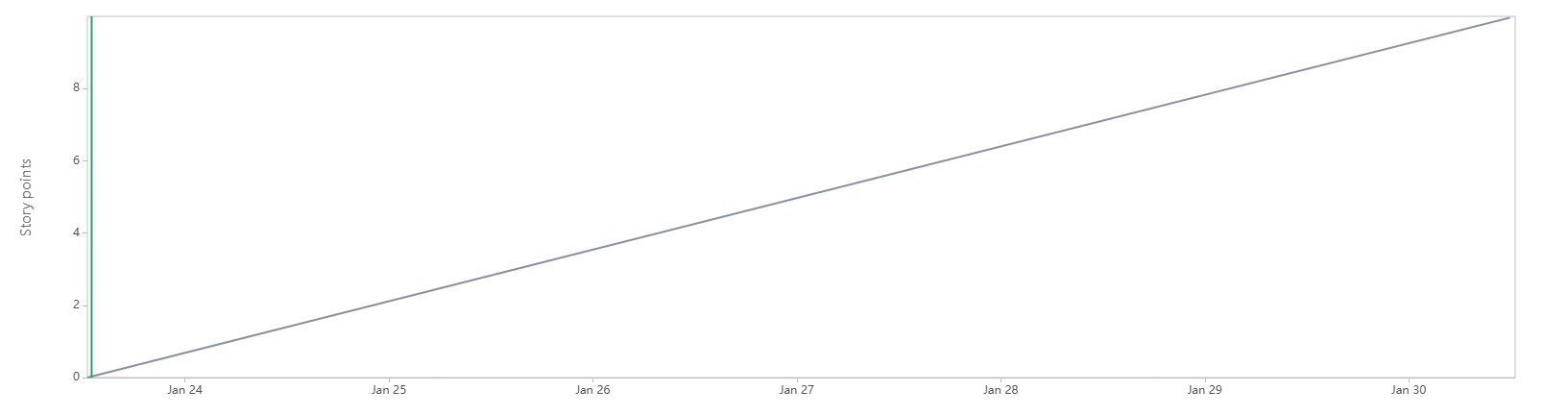
* Acted as a liaison between the PO, stakeholders, and the Scrum Team, ensuring smooth communication and alignment of goals.
* Assisted the PO in creating detailed product features and breaking them into manageable backlog items for the development team.
* Ensured all stories aligned with the product vision and roadmap, delivering measurable business value.

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

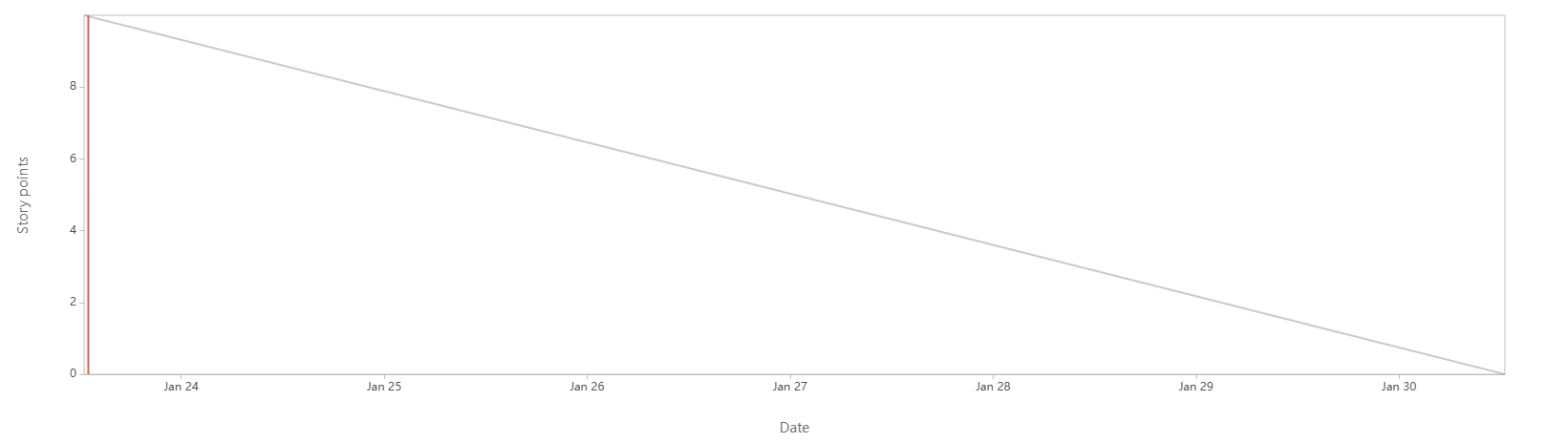
The Product Backlog is a dynamic, prioritized list of all the work and features that need to be completed in a project. It represents everything that is required to deliver a successful product. The Product Backlog is owned and managed by the Product Owner, and it evolves based on customer feedback, market conditions, and team input.

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| User Story ID | User Story | Tasks | Priority | BV | CP | Sprint |
| US001 | As an Admin, I want to assign user roles dynamically, so that I can control user access efficiently. | Define roles, Implement restrictions | High | 500 | 2 | Sprint 1 |
| US002 | As a Student, I want to track my completed courses, so that I can monitor my learning progress. | Course tracking, Dashboard update | Low | 100 | 8 | Sprint 1 |
| US003 | As a Manager, I want to view team performance reports, so that I can evaluate productivity. | Report generation, Graph implementation | High | 500 | 3 | Sprint 1 |
| US004 | As an Instructor, I want to upload course materials, so that students can access learning resources. | File upload, Material organization | Medium | 200 | 5 | Sprint 2 |
| US005 | As a Learner, I want to search for courses, so that I can find relevant content easily. | Search functionality, Filter setup | Medium | 200 | 5 | Sprint 2 |
| US006 | As an Admin, I want to generate activity logs, so that I can monitor system usage. | Log generation, Storage setup | High | 500 | 3 | Sprint 2 |
| US007 | As a Student, I want to enroll in courses, so that I can start learning immediately. | Enrollment process, Validation | Medium | 200 | 5 | Sprint 2 |
| US008 | As a Manager, I want to assign tasks to team members, so that I can distribute workloads efficiently. | Task creation, Role assignment | High | 500 | 3 | Sprint 3 |
| US009 | As a Learner, I want to track my progress on courses, so that I can stay motivated. | Progress bar, Real-time updates | Medium | 200 | 5 | Sprint 3 |
| US010 | As an Instructor, I want to schedule live classes, so that I can interact with students. | Scheduling module, Notification setup | High | 500 | 3 | Sprint 3 |
| US011 | As a Manager, I want to track overall project progress, so that I can ensure timely completion. | Project tracker, Summary reports | High | 500 | 3 | Sprint 4 |
| US012 | As an Admin, I want to restrict access to sensitive data, so that I can ensure data security. | Data permissions, Audit logs | High | 500 | 3 | Sprint 4 |
| US013 | As a Student, I want to view upcoming assignments, so that I can plan my studies effectively. | Assignment list, Notifications | Medium | 200 | 5 | Sprint 4 |
| US014 | As a Learner, I want to reset my password, so that I can regain access if I forget it. | Password reset, Security checks | Low | 100 | 8 | Sprint 5 |
| US015 | As an Admin, I want to disable inactive accounts, so that I can maintain system security. | Identify inactive accounts, Disable function | Medium | 200 | 5 | Sprint 5 |
| US016 | As a Student, I want to receive notifications for new courses, so that I can stay updated. | Notification system, Preferences setup | Medium | 100 | 8 | Sprint 5 |
| US017 | As a Manager, I want to export reports to Excel, so that I can share insights with stakeholders. | Export functionality, Test file output | High | 500 | 2 | Sprint 6 |
| US018 | As an Instructor, I want to create quizzes, so that I can evaluate student learning. | Quiz creation, Grading logic | High | 500 | 3 | Sprint 6 |
| US019 | As a Learner, I want to leave feedback on courses, so that I can share my learning experience. | Feedback form, Save functionality | Low | 100 | 8 | Sprint 6 |
| US020 | As an Admin, I want to track system usage, so that I can optimize platform performance. | Usage metrics, Analytics dashboard | High | 200 | 3 | Sprint 7 |
| US021 | As a Student, I want to download course materials, so that I can learn offline. | File download, Permissions check | Medium | 200 | 5 | Sprint 7 |
| US022 | As a Manager, I want to compare team performance over time, so that I can track improvements. | Historical data, Chart generation | Medium | 200 | 8 | Sprint 8 |
| US023 | As an Admin, I want to customize user access levels, so that I can meet organizational needs. | Custom access setup, Testing access | High | 500 | 3 | Sprint 8 |
| US024 | As a Learner, I want to pause a course for later, so that I can return when convenient. | Pause functionality, Resume settings | Medium | 200 | 5 | Sprint 8 |
| US025 | As an Instructor, I want to bulk upload materials, so that I can save time during setup. | Bulk upload, File validation | High | 500 | 3 | Sprint 9 |
| US026 | As a Student, I want to bookmark lessons, so that I can revisit important topics. | Bookmark system, Save preferences | Medium | 200 | 5 | Sprint 9 |
| US027 | As an Admin, I want to generate system health reports, so that I can identify issues proactively. | Report generation, Alert system | High | 500 | 3 | Sprint 10 |
| US028 | As a Learner, I want to rate courses, so that I can help others choose the best options. | Rating system, Display averages | Low | 100 | 8 | Sprint 10 |
| US029 | As an Instructor, I want to track student participation, so that I can ensure engagement. | Participation tracker, Report export | High | 500 | 3 | Sprint 11 |
| US030 | As an Admin, I want to configure system notifications, so that users receive relevant updates. | Configure notifications, Test setup | Medium | 200 | 5 | Sprint 11 |
| US031 | As a Student, I want to track course progress by percentage, so that I can plan my studies. | Progress tracker, UI updates | High | 200 | 3 | Sprint 12 |
| US032 | As a Learner, I want to view upcoming deadlines, so that I can manage my time better. | Deadline reminders, Calendar sync | Medium | 200 | 5 | Sprint 13 |
| US033 | As a Manager, I want to receive alerts for overdue tasks, so that I can follow up with the team. | Alert system, Task mapping | High | 500 | 3 | Sprint 13 |
| US034 | As an Admin, I want to archive completed projects, so that I can maintain system organization. | Archive function, Permissions setup | Medium | 200 | 5 | Sprint 14 |
| US035 | As a Student, I want to view my learning history, so that I can track my overall progress. | History view, Data retrieval | Medium | 200 | 5 | Sprint 14 |

Burnup Chart:



Sprint Burndown Chart:



The Sprint Backlog is a subset of the Product Backlog and consists of the tasks the team commits to completing in a specific Sprint (usually a 1-4 week iteration). The Sprint Backlog is owned by the Development Team and represents the work they plan to complete during the current sprint.

Sprint Burndown Chart

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| User Story ID | User Story | Tasks | Owner | Status | Estimated Effort (Hours) |
| US001 | As an Admin, I want to assign user roles dynamically, so that I can control user access efficiently. | Define roles, Implement restrictions | Liam Wilson | In Progress | 12 |
| US002 | As a Student, I want to track my completed courses, so that I can monitor my learning progress. | Implement filters, Test updates | Ava Martinez | Pending | 10 |
| US003 | As a Manager, I want to view team performance reports, so that I can evaluate productivity. | Generate report template, Create dashboard | Noah Brown | Completed | 8 |
| US004 | As a Student, I want personalized course recommendations, so that I can improve my learning outcomes. | Create algorithm, Integrate API | Sophia Davis | In Progress | 15 |
| US005 | As an Admin, I want to create and manage user groups, so that I can assign permissions efficiently. | Design group UI, Implement CRUD | Mason Thompson | In Progress | 14 |
| US006 | As a Manager, I want to analyze team attendance trends, so that I can identify patterns. | Gather data, Implement analytics | Liam Wilson | Pending | 10 |
| US007 | As a Student, I want to reset my password easily, so that I can regain access to my account. | Design reset UI, Implement validation | Ava Martinez | Completed | 6 |
| US008 | As an Admin, I want to export user activity logs, so that I can review past actions. | Create export feature, Optimize format | Noah Brown | In Progress | 8 |
| US009 | As a Teacher, I want to schedule assignments dynamically, so that I can manage deadlines. | Build scheduling module, Test scenarios | Sophia Davis | Pending | 14 |
| US010 | As a Student, I want to monitor my grades online, so that I can track my performance. | Build grade viewer, Create filters | Mason Thompson | In Progress | 12 |
| US011 | As an Admin, I want to view system usage statistics, so that I can optimize resources. | Design dashboard, Add analytics | Liam Wilson | In Progress | 15 |
| US012 | As a Teacher, I want to create timed quizzes, so that I can assess students under time constraints. | Develop quiz module, Add timer feature | Ava Martinez | Completed | 10 |
| US013 | As a Manager, I want to receive weekly progress reports, so that I can stay updated on tasks. | Automate report generation, Add email feature | Noah Brown | Pending | 9 |
| US014 | As a Student, I want to access course resources offline, so that I can study without the internet. | Develop offline mode, Add sync options | Sophia Davis | In Progress | 20 |
| US015 | As an Admin, I want to archive old user data, so that I can manage storage efficiently. | Implement archiving system, Test functionality | Mason Thompson | Completed | 8 |
| US016 | As a Teacher, I want to evaluate quiz analytics, so that I can improve question quality. | Develop analytics view, Implement filters | Liam Wilson | In Progress | 12 |
| US017 | As a Student, I want to search for courses easily, so that I can find relevant topics quickly. | Build search bar, Add suggestions | Ava Martinez | Completed | 7 |
| US018 | As a Manager, I want to generate resource allocation reports, so that I can plan resources better. | Automate allocation calculation, Test layout | Noah Brown | Pending | 10 |
| US019 | As a Teacher, I want to send feedback to students, so that I can provide personalized guidance. | Build feedback system, Add email support | Sophia Davis | In Progress | 15 |
| US020 | As an Admin, I want to configure system notifications, so that I can inform users of updates. | Add notification settings, Build UI | Mason Thompson | Pending | 10 |
| US021 | As a Student, I want to enroll in courses with a single click, so that I can save time. | Optimize enrollment flow, Test payment gateway | Liam Wilson | Completed | 8 |
| US022 | As a Teacher, I want to categorize assignments by topic, so that I can organize tasks better. | Develop category system, Add filters | Ava Martinez | In Progress | 10 |
| US023 | As an Admin, I want to integrate with third-party authentication services, so that I can simplify login. | Develop OAuth, Test integration | Noah Brown | Pending | 12 |
| US024 | As a Manager, I want to approve budgets digitally, so that I can streamline approvals. | Create approval flow, Add signature feature | Sophia Davis | Completed | 14 |
| US025 | As a Student, I want reminders for deadlines, so that I can submit assignments on time. | Add reminder system, Implement notifications | Mason Thompson | In Progress | 8 |
| US026 | As an Admin, I want to disable inactive accounts, so that I can maintain a clean system. | Build account deactivation feature, Test process | Liam Wilson | Pending | 9 |
| US027 | As a Teacher, I want to duplicate quizzes, so that I can reuse them in future classes. | Add duplication feature, Test compatibility | Ava Martinez | Completed | 7 |
| US028 | As a Manager, I want an audit trail for task updates, so that I can review changes. | Build audit trail, Add timestamp | Noah Brown | In Progress | 10 |
| US029 | As a Student, I want to mark favorite courses, so that I can access them quickly. | Add favorites feature, Test tagging | Sophia Davis | Pending | 6 |
| US030 | As an Admin, I want multi-language support, so that I can reach global users. | Add translations, Test rendering | Mason Thompson | In Progress | 20 |
| US031 | As a Teacher, I want to attach files to quizzes, so that I can provide additional materials. | Add attachment feature, Test limits | Liam Wilson | Completed | 12 |
| US032 | As a Student, I want to change themes in the app, so that I can personalize the interface. | Add theme options, Test UI changes | Ava Martinez | Pending | 10 |
| US033 | As a Manager, I want data visualization tools, so that I can better analyze trends. | Build charts, Add real-time updates | Noah Brown | In Progress | 15 |
| US034 | As a Student, I want to upload profile pictures, so that I can personalize my account. | Add upload option, Implement cropping | Sophia Davis | Completed | 6 |
| US035 | As an Admin, I want real-time error monitoring, so that I can resolve issues proactively. | Integrate monitoring tool, Add notifications | Mason Thompson | Pending | 12 |

Document 6: Sprint Meeting

Meeting Type 1: Sprint Planning Meeting

|  |  |
| --- | --- |
| Date | January 25,2025 |
| Time | 10:00 Am- 12:00 PM |
| Location | Conference Room B, Testbook HQ |
| Prepared By | Sarah Williams |
| Attendees | Mr. Zeke (Scrum Master), Mr. Joy (Product Owner), Scrum Developers (Emily, Liam, Noah, Ava, Ethan), Sarah Williams (BA), Mike (Network Admin), John (DB Admin) |

|  |  |  |
| --- | --- | --- |
| Topic | Presenter | Time Allotted |
| Sprint Objectives and Goals | Mr. Zeke | 15 mins |
| Review of product backlog items | Mr. Joy | 20 mins |
| Prioritization of user stories | Ms. Sarah Williams | 30 mins |
| Estimation and capacity planning | Scrum Team Members | 25 mins |
| Discussion of Sprint Challenges | Mr. Mike | 15 mins |
| Wrap-up and action items | Mr. Zeke | 15 mins |

|  |  |
| --- | --- |
| Field | Details |
| Observer | Mr. Karthik, Ms. Alekya |
| Resources | Sprint Backlog, Laptops, Whiteboard, Markers, Projector, Coffee and Snacks |
| Special Notes | Ensure all participants have reviewed the backlog and priorities beforehand. Scrum team to finalize user stories before the meeting ends. |

Meeting Type 2: Sprint Review Meeting

|  |  |
| --- | --- |
| Date | January 30, 2025 |
| Time | 2:00 PM - 3:30 PM |
| Location | Conference Room A, Testbook HQ |
| Prepared By | Sarah Williams |
| Attendees | Mr. Zeke (Scrum Master), Mr. Joy (Product Owner), Scrum Developers (Emily, Liam, Noah, Ava, Ethan), Sarah Williams (BA), Stakeholders (Mr. Karthik, Ms. Alekya) |

|  |  |  |  |
| --- | --- | --- | --- |
| Sprint status | Things to Demo | Quick updates | What’s next |
| Sprint 1 successfully completed with 85% of user stories delivered. Remaining stories have been moved to the Sprint 2 backlog for completion. | New advanced quiz module with progress tracking.  Notifications feature for assignment deadlines. | Stakeholder feedback gathered during the demo session  - Minor UI fixes identified in the reporting module  - All identified bugs have been logged for Sprint 2 | Prioritize remaining tasks for Sprint 2  - Plan to incorporate stakeholder feedback into Sprint 2  - Ensure thorough testing before the next sprint review |

Meeting Type 3: Sprint retrospective meeting

|  |  |
| --- | --- |
| Date | February 3, 2025 |
| Time | 3:00 PM - 4:30 PM |
| Location | Conference Room B, Testbook HQ |
| Prepared By | Ms. Sarah Williams |
| Attendees | Mr. Zeke (Scrum Master), Mr. Joy (Product Owner), Scrum Developers (Emily, Liam, Noah, Ava, Ethan), Sarah Williams (BA), QA Team Representatives |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agenda | What went well | What didn’t go well | Questions | Reference |
| Sprint Review | Smooth integration of APIs and role-based permissions. | Dashboard design took longer than expected. | How can we streamline design approvals? | Sprint Review Notes |
| Performance Testing | Improved system performance after optimization. | Delayed feedback from QA on bugs. | How can we ensure quicker QA responses? | Testing Logs |
| Stakeholder Feedback | Positive feedback on role-based permissions and functionality. | Some dashboard KPIs were unclear. | Can we refine KPI requirements upfront? | Stakeholder Review Feedback |
| Team Collaboration | Effective communication among team members. | Some resource dependencies caused delays. | How can we avoid such bottlenecks in future? | Resource Allocation Plan |

Meeting Type 4: Daily Stand-up meeting

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Questions | Name/Role | Week “X” (from dd-mm-yyyy to dd-mm-yyyy) | | | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| What did you do yesterday? | Developer 1 | Refactored backend APIs for the LMS. | Tested API integration with the frontend. | Debugged API issues reported by QA. | Coordinated with QA for end-to-end testing. | Resolved major API bugs. | Prepared final API deployment. |  |
| Developer 2 | Fixed UI bugs reported by QA. | Designed LMS dashboard layout. | Finalized KPIs for progress tracking. | Implemented dynamic elements on the dashboard. | Tested dashboard on different devices. | Made adjustments based on feedback. |  |
| Developer 3 | Completed unit tests for Role-Based Permissions. | Deployed role-based permissions for stakeholder testing. | Fixed permission-related errors. | Performed stakeholder testing. | Resolved all stakeholder-reported issues. | Prepared permissions module for release. |  |
| What will you do today? | Developer 1 | Test API integration with the LMS frontend. | Debug reported API issues. | Conduct a joint review with QA. | Finalize API testing and performance tuning. | Ensure APIs meet performance benchmarks. | Deploy the final version. |  |
| Developer 2 | Finalize the dashboard design for progress tracking. | Develop dynamic progress tracking charts. | Test dashboard functionality. | Address compatibility issues. | Validate dashboards for client review. | Submit dashboards for stakeholder feedback. |  |
| Developer 3 | Deploy role-based permissions for stakeholder testing. | Fix permission errors found during deployment. | Test permissions functionality thoroughly. | Document permission settings. | Complete final checks and documentation. | Release permissions module. |  |
| What (if any) is blocking your progress? | Developer 1 | Awaiting approval for test server access. | Dependency on QA team for API feedback. | Need database admin input for optimization. | Awaiting stakeholder testing feedback. | Finalizing API documentation. | Setting up the production server. |  |
| Developer 2 | Need clarification on dashboard KPIs from PO. | Performance testing resources are delayed. | Requires backend team input for data points. | Stakeholder review delays. | Preparing for final stakeholder demo. | Reviewing dashboard analytics with stakeholders. |  |
| Developer 3 | Encountering errors with permission settings. | Lack of documentation for permission rules. | Need stakeholder feedback on testing outcomes. | Fixing unexpected UI behavior in the permission module. | Addressing final UI/UX adjustments. | Collaborating with stakeholders on final testing. |  |