AGILE DOCUMENTS

Document 1: Definition of Done

Definition of Done (DoD)

The definition of done is decided before the release of every feature, where a checklist will be created and followed to ensure all the tasks get performed and approved. At every stage, we have to make sure it meets all the criteria and is ready to go next level or for deployment.

Developers and team work on assigned stories, complete the development get the approvals from product owner and stakeholders and when it gets confirmed that the story is ready to go live it is called a definition of done.

Purpose

The best representation of DoD is a checklist demonstrating a user story's agreed value and quality. It includes:

- **Acceptance Criteria**: Meeting customer requirements.
- **Quality Criteria**: Ensuring high product quality.

DoD applies to different Agile levels, including **User Story, Sprint, and Release**.

Checklist for DoD:

1. Produced code for presumed functionalities

- A customer’s internet disconnects after payment initiation → The system **does not double charge** when they retry.
- Implemented a **payment processing module** that supports credit card, debit card, and digital wallet transactions.
- Code is committed to a **Git repository** with clear commit messages
- API endpoints and business logic are well-documented.
- Edge cases and error handling are implemented.
- **Integration tests** verify communication between services.
- API calls use **OAuth 2.0** for secure authentication
- Simulated **1,000 concurrent payment requests** to ensure response times remain under 2 seconds.

2. Assumptions of User Story met

- A customer’s internet disconnects after payment initiation → The system **does not double charge** when they retry.
- User stories US001 and US002 codes are ready in which production mids, usernames, and passwords are received from payment providers.

- A test confirms that if a user cancels within 24 hours, **a full refund is issued** per airline policy.
- The **third-party payment gateway sandbox** is tested to confirm the correct handling of international payments.
- A test confirms that a **hacker cannot intercept credit card details** through a man-in-the-middle attack.
- Load testing simulates **10,000 concurrent users** to verify that payments do not time out or delay bookings.
- A customer books a flight → selects **PayPal** → the system correctly processes the transaction and updates the booking status to **"Confirmed"** after successful payment.

3. The project builds without errors

- The project compiles and builds successfully **without errors or warnings**.
- All dependencies are resolved, and no missing libraries or configurations.
- The build process is completed within the expected time.

4. Unit tests are written and passing

- **Unit tests are implemented** for all critical functionalities.
- Tests cover **happy paths, edge cases, and failure scenarios**.
- Running tests show **all tests passing**.

5. The project deployed on a test environment identical to the production

- The airline payment system is deployed on a **staging server** with the same OS, database, and network settings as production.
- Payment transactions are tested with real **third-party gateway sandboxes** (e.g., Stripe, and PayPal test accounts).
- UAT confirms that end-to-end payment flows work **without failures**.

6. Tests on required devices/browsers passed

Cross-browser tests confirm the UI and payment flows work correctly on:

- Chrome
- Firefox
- Edge
- Safari (if applicable)
  Mobile & tablet testing verifies responsiveness on:
- Android (Chrome)
- iOS (Safari)
  Payment transactions are completed across all tested platforms.

7. Feature approved by UX designer

- The payment form layout matches the approved design
- Error messages are clear and user-friendly
- The mobile experience is smooth and intuitive

8. QA performed & issues resolved

- **QA team has tested the feature thoroughly** following the test plan.
- **All reported bugs and issues** have been fixed and verified.
- Functional, regression, UI/UX, and security tests **passed**.
- **No critical or high-severity defects** remain open.
- SIT sign-off obtained

9. Any configuration or build changes documented

- **All configuration and build changes are documented** for future reference.
- Changes are updated in the **README, Confluence, or internal documentation**.
- Any new **environment variables, API keys, or dependencies** are listed.
- CI/CD pipeline modifications are clearly outlined.

This checklist ensures that all development, testing, and deployment aspects are completed before marking a feature as "Done."

Document 2- Product Vision

Product Vision is a clear, concise statement that defines the long-term mission and purpose of a product. It serves as a guiding light for the development team, stakeholders, and customers, ensuring alignment on what the product aims to achieve.

Scrum Team

Scrum Project name :	**Velocity - Payment Orchestration Platform**			
Venue	**Pune India**			
Date	**Start Date**	**30/01/2025**	**End Date**	**30/07/2025**

Client	**PAL, PayPal, CCavenue, UPI**
Stakeholder list	PAL - Ico PayPal - Jasmin CCAvene - Nitesh UPI - Paula Account manger - Filip Merchant team - Fatima

Scrum Team	**Team 1**	**Team 2**	**Team 3**	
Scrum Master	Akshay	Nishchal	Ashiq	
Product owner:	Rohan Deo	Rohan Deo	Rohan Deo	
Scrum Developer 1:	Sagar	Pavel	Jetha	
Scrum Developer 2:	Rishi	Sandeep	Revathi	
Scrum Developer 3:	Manasi	bharat	Suknya	
Scrum Developer 4:	Pushpak	Atul	Swarada	
Scrum Developer 5:	jayant	Bhushan	Pari	

Vision:
The vision for this project is to create a seamless, secure, and efficient payment gateway for airline transactions, enabling quick and easy booking, payment processing, and customer satisfaction.
The goal is to provide an integrated payment system that supports various payment methods, including credit cards, digital wallets, and local payment solutions while ensuring compliance and safety across the globe. This will provide quicker integration to any airline client. This will generate the revenue for organization on each transaction. Provide seamless reporting to the airline clients. Help in the ticketing process.
On achieving seamless payment, quicker integrations, reporting dashboards and smart routing organization will be known as the unique payment orchestration platform in the world.

Target Group:
This product primarily targets airline customers and manages airline transactions. The primary users will be passengers, with airlines, travel agents, and third-party integrators being the key customers.

Needs:

The product solves the problem of fragmented, inefficient, and slow payment processing for airlines. It streamlines payment transactions by offering a unified, fast, and secure way for customers to pay for their flights with multiple payment options on a single platform, thus improving the booking experience.
It also provides airlines with enhanced payment fraud detection, real-time transaction monitoring, and an easy reconciliation process.
Multiple payment provider's availability will solve the problem of multiple vendors and quick integration for any airline.
Ticketing is a major issue for airline customers as no integration with SABRE or GDAS systems on this platform this issue will get solved.

Product:
The product is a payment gateway integration system designed specifically for airlines. It’s desirable because it provides a seamless customer experience, is multi-currency and multi-channel compatible, and offers fraud prevention tools and multiple payment providers on a single platform to resolve the problem of multiple vendors.
Its special features include advanced security features, customizable payment methods, and API-driven integrations with airline booking systems. The product is feasible to develop, with a strong foundation in existing payment technologies and the ability to scale for various airline sizes.

Value:
The product benefits the airline by reducing transaction friction, improving conversion rates, minimizing payment fraud risks, and enhancing customer loyalty through a smooth, consistent payment experience. The business goals are to increase the speed of transactions, reduce operational costs, and drive more bookings through an enhanced user experience. The business model can include transaction fees, subscription services for premium features, or licensing for larger airline networks. This will ease the airline's segregated features and the airline will get all the value-added services on a single platform which will reduce the cost of airline clients.

Document 3: User stories

BV: BV means business value, and how important a particular feature or user story is for business needs is called business value. Business value is decided with the help of Scrum currency notes. 1000 rs provided to the stakeholders in the form of 500, 100, 50, 20, and 10 rs forms. Each stakeholder gives the money from the provided user story and which user story gets more rs that has the highest business value.
average should be taken

CP: It means complexity points. For this developers and the scrum team participate. To this poker method get use. The poker method uses the Fibonacci series. With the help of complexity points team can decide how much effort is required to complete the development of the user story. There are chances that the story can get multiple points from developers in that case we have to initiate the discussion and come to the conclusion for the final story points.
Minimum value should be taken

Story #1: As a user, I want to pay with a credit card so that I can complete my booking quickly.

- **Priority**: High
- **BV**: $500
- **CP**: 8
- **Acceptance Criteria**: Payment processed within 3 seconds, supports Visa, Mastercard, and Amex.

Story #2: As a user, I want to pay using a digital wallet (e.g., PayPal, Apple Pay) so that I can use my preferred payment method.

- **Priority**: High
- **BV**: $500
- **CP**: 13
- **Acceptance Criteria**: Supports at least 3 major digital wallets, payment confirmation within 5 seconds.

Story #3: As a user, I want to pay using local payment solutions (e.g., Alipay, Paytm) so that I can use region-specific options.

- **Priority**: High
- **BV**: $500
- **CP**: 21
- **Acceptance Criteria**: Supports 5+ local payment methods, localized currency support.

Story #4: As a user, I want to see a secure payment page (HTTPS, SSL) so that I feel safe entering my payment details.

- **Priority**: High
- **BV**: $500
- **CP**: 5
- **Acceptance Criteria**: SSL certificate implemented, no security warnings on the payment page.

Story #5: As a user, I want to receive a payment confirmation email so that I have proof of my transaction.

- **Priority**: Medium

- **BV**: $100
- **CP**: 8
- **Acceptance Criteria**: Email sent within 1 minute of payment, includes booking details.

Story #6: As an airline client, I want to integrate the payment gateway via API so that I can start accepting payments quickly.

- **Priority**: High
- **BV**: $500
- **CP**: 13
- **Acceptance Criteria**: API documentation provided, integration completed within 2 days.

Story #7: As an airline client, I want to support multi-currency transactions so that I can serve international customers.

- **Priority**: High
- **BV**: $500
- **CP**: 21
- **Acceptance Criteria**: Supports 10+ currencies, automatic currency conversion.

Story #8: As an airline client, I want to test the payment gateway in a sandbox environment so that I can ensure it works before going live.

- **Priority**: Medium
- **BV**: $100
- **CP**: 8
- **Acceptance Criteria**: Sandbox environment available, test transactions can be performed.

Story #9: As an airline client, I want to customize the payment page with my branding so that it aligns with my website.

- **Priority**: Medium
- **BV**: $100
- **CP**: 5
- **Acceptance Criteria**: Branding options (logo, colors) available in the admin panel.

Story #10: As an airline client, I want to integrate the payment gateway with my existing CRM so that I can manage customer data efficiently.

- **Priority**: Medium
- **BV**: $100
- **CP**: 13
- **Acceptance Criteria**: CRM integration guide provided, data synced in real-time.

Story #11: As an airline client, I want to view transaction reports so that I can track revenue.

- **Priority**: High
- **BV**: $500
- **CP**: 8
- **Acceptance Criteria**: Reports downloadable in CSV/PDF format, updated in real-time.

Story #12: As an airline client, I want to see a dashboard with key metrics (e.g., successful transactions, failed payments) so that I can monitor performance.

- **Priority**: High
- **BV**: $500
- **CP**: 13
- **Acceptance Criteria**: Dashboard displays metrics, refresh option available.

Story #13: As an airline client, I want to filter reports by date range so that I can analyze specific periods.

- **Priority**: Medium
- **BV**: $100
- **CP**: 5
- **Acceptance Criteria**: Date range filter works, results update dynamically.

Story #14: As an airline client, I want to receive weekly summary emails so that I can stay informed about transactions.

- **Priority**: Low
- **BV**: $20
- **CP**: 3
- **Acceptance Criteria**: Email sent every Monday, including summary of transactions.

Story #15: As an airline client, I want to export transaction data to my accounting software so that I can streamline financial processes.

- **Priority**: Medium
- **BV**: $100
- **CP**: 8
- **Acceptance Criteria**: Data exported in compatible format (e.g., Xero, QuickBooks).

Story #16: As a user, I want my payment data to be encrypted so that it is protected from breaches.

- **Priority**: High
- **BV**: $500
- **CP**: 8
- **Acceptance Criteria**: AES-256 encryption implemented, no data leaks.

Story #17: As an airline client, I want the payment gateway to be PCI-DSS compliant so that I can ensure security standards are met.

- **Priority**: High
- **BV**: $500
- **CP**: 13
- **Acceptance Criteria**: PCI-DSS certification obtained, documentation provided.

Story #18: As a user, I want to enable two-factor authentication (2FA) so that my account is more secure.

- **Priority**: Medium
- **BV**: $100
- **CP**: 5
- **Acceptance Criteria**: 2FA option available, works with Google Authenticator.

Story #19: As an airline client, I want to block fraudulent transactions so that I can reduce chargebacks.

- **Priority**: High
- **BV**: $500
- **CP**: 21
- **Acceptance Criteria**: Fraud detection system implemented, blocks suspicious transactions.

Story #20: As a user, I want to receive notifications for suspicious activity so that I can take action immediately.

- **Priority**: Medium
- **BV**: $100
- **CP**: 8
- **Acceptance Criteria**: Notifications sent via email/SMS, includes details of activity.

Story #21: As an airline client, I want to log in to a secure portal so that I can access transaction data and reports.

- **Priority**: High
- **BV**: $500
- **CP**: 8
- **Acceptance Criteria**: Login with 2FA, role-based access control implemented.

Story #22: As an airline client, I want to view a list of all transactions so that I can monitor payment activity.

- **Priority**: High
- **BV**: $500
- **CP**: 13
- **Acceptance Criteria**: Transaction list displayed with filters (e.g., date, status, amount).

Story #23: As an airline client, I want to search for specific transactions by booking ID so that I can quickly find details.

- **Priority: Medium**
- **BV: $100**
- **CP: 5**
- **Acceptance Criteria: Search bar available, results displayed instantly.**

Story #24: As a user, I want to receive my e-ticket immediately after payment so that I can access my booking details.

- **Priority**: High
- **BV**: $500
- **CP**: 8
- **Acceptance Criteria**: E-ticket sent within 1 minute, includes QR code.

Story #25: As a user, I want to cancel my booking and get a refund so that I can manage my plans.

- **Priority**: Medium
- **BV**: $100
- **CP**: 13
- **Acceptance Criteria**: Refund processed within 5 business days, confirmation sent.

Story #26: As an airline client, I want the payment gateway to route transactions to the best payment processor so that I can reduce costs.

- **Priority**: High
- **BV**: $500
- **CP**: 21
- **Acceptance Criteria**: Routing logic implemented, cost savings demonstrated.

Story #27: As an airline client, I want to set rules for payment routing based on transaction amount so that I can optimize processing fees.

- **Priority**: Medium
- **BV**: $100
- **CP**: 13
- **Acceptance Criteria**: Rules configurable in admin panel, applied dynamically.

Story #28: As an airline client, I want to monitor payment processor performance so that I can switch providers if needed.

- **Priority**: Medium
- **BV**: $100
- **CP**: 8
- **Acceptance Criteria**: Performance metrics displayed, alerts for downtime.

Story #29: As a user, I want my payment to be retried automatically if it fails so that I don't lose my booking.

- **Priority**: Medium
- **BV**: $100
- **CP**: 5
- **Acceptance Criteria**: Retry logic implemented, user notified of success/failure.

Story #30: As an airline client, I want to A/B test payment processors so that I can choose the best one.

- **Priority**: Low
- **BV**: $20
- **CP**: 8
- **Acceptance Criteria**: A/B testing tool available, results displayed in dashboard.

Story #31: As the organization, I want to charge a transaction fee so that I can generate revenue.

- **Priority**: High
- **BV**: $500
- **CP**: 5
- **Acceptance Criteria**: Fee applied per transaction, visible in reports.

Story #32: As the organization, I want to offer premium features (e.g., faster processing) for an additional fee so that I can increase revenue.

- **Priority**: Medium
- **BV**: $100
- **CP**: 8
- **Acceptance Criteria**: Premium options displayed, fee added to total.

Story #33: As the organization, I want to provide subscription plans for airline clients so that I can ensure recurring revenue.

- **Priority**: Medium
- **BV**: $100
- **CP**: 13
- **Acceptance Criteria**: Subscription plans configurable, auto-renewal enabled.

Story #34: As the organization, I want to offer discounts for high-volume airline clients so that I can attract more business.

- **Priority**: Low
- **BV**: $20
- **CP**: 5
- **Acceptance Criteria**: Discounts applied automatically, visible in invoices.

Story #35: As the organization, I want to track revenue from each airline client so that I can measure profitability.

- **Priority**: Medium
- **BV**: $100
- **CP**: 8
- **Acceptance Criteria**: Revenue breakdown available in reports.

Story #36: As a user, I want to contact customer support during the payment process so that I can resolve issues quickly.

- **Priority**: Medium
- **BV**: $100
- **CP**: 5
- **Acceptance Criteria**: Support chat/phone option available, response within 2 minutes.

Story #37: As a user, I want to see a FAQ section on the payment page so that I can find answers to common questions.

- **Priority**: Low
- **BV**: $20
- **CP**: 3
- **Acceptance Criteria**: FAQ section displayed, covers 10+ topics.

Story #38: As a user, I want to provide feedback on the payment process so that I can share my experience.

- **Priority**: Low
- **BV**: $20
- **CP**: 5
- **Acceptance Criteria**: Feedback form available, submissions stored in dashboard.

Story #39: As an airline client, I want to access 24/7 technical support so that I can resolve issues at any time.

- **Priority**: Medium
- **BV**: $100
- **CP**: 8
- **Acceptance Criteria**: Support available 24/7, response within 1 hour.

Story #40: As a user, I want to rate my payment experience so that the airline can improve its service.

- **Priority**: Low
- **BV**: $20
- **CP**: 3
- **Acceptance Criteria**: Rating system implemented, feedback visible in dashboard.

Story #41: As an airline client, I want to filter transactions by status (e.g., successful, failed, pending) so that I can focus on specific issues.

- **Priority**: Medium
- **BV**: $100
- **CP**: 8
- **Acceptance Criteria**: Filter options available, results update dynamically.

Document 4: Agile PO Experience

The Product Owner has a vision of the product, keeping in mind domain/industry experience and market needs.

Responsibilities of a Product Owner in a Project:

- **Market Analysis**

  Conduct **market analysis** by identifying customer needs, assessing demand through surveys and market size estimation, and evaluating competitors to find gaps and opportunities. Use tools like Google Trends, industry reports, and customer feedback to refine your strategy. Discuss with different SMEs and those who are part of this industry

- **Enterprise Analysis**
  - Gather data from surveys, industry reports, and customer feedback.
  - Perform the SWOT analysis
  - Prioritize opportunities based on feasibility, profitability, and alignment with business goals.
  - Identify direct and indirect competitors.
  - Identify your target audience
- **Product Vision and Roadmap**
  - Core payment gateway (credit cards, digital wallets).
  - Integration API and reporting dashboard.
  - Smart routing and advanced security (PCI-DSS compliance).

- Local payment solutions and global expansion.

- **Managing Product Features**
- Regularly communicate progress, align on goals, and gather feedback.
- Use frameworks like **Moscow** (Must-have, Should-have, Could-have, Won't-have) or **RICE** (Reach, Impact, Confidence, Effort) to prioritize:
- **Epics**: Core payment gateway, reporting dashboard
- **Stories**: Credit card payments, real-time transaction tracking.
- **Features**: Multi-currency support, fraud detection.
- **Focus**: Prioritize based on **criticality** (e.g., security, compliance) and **ROI** (e.g., revenue-generating features).
    -
- **Managing Product Backlog**
    - **Prioritize User Stories**: Use frameworks like **MoSCoW** to rank stories by criticality and ROI.
    - **Reprioritize**: Adjust based on changing stakeholder needs or market feedback.
    - **Plan Epics**: Group related stories into high-level epics (e.g., "Core Payment Gateway," "Reporting Dashboard").

- **Managing Overall Iteration Progress**
    - **Review Sprint Progress**: Track completed tasks and blockers daily.
    - **Reprioritize**: Adjust sprint goals or epics based on progress or changing needs.
    - **Sprint Retrospectives**: Collaborate with Business Analysts to identify improvements and celebrate wins.

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

User Story ID	User Story	Tasks	Priority	BV	CP	Sprint
US001	As an airline, I want to integrate multiple payment providers, so that I can offer diverse payment options to customers.	Research providers, API integration, Authentication setup, Testing	High	10	5	Sprint 1
US002	As a user, I want secure payment processing, so that my transactions are safe.	Implement encryption, PCI DSS compliance check, Security	High	9	4	Sprint 1

		testing				
US003	As an airline, I want real-time transaction reporting, so that I can track revenue and payments.	Develop reporting dashboard, Backend API for data retrieval, UI implementation	High	10	6	Sprint 2
US004	As a finance manager, I want reconciliation features, so that I can match payments with invoices.	Implement reconciliation logic, Integrate with accounting system, Validation testing	Medium	8	6	Sprint 2
US005	As a user, I want to receive refunds seamlessly, so that I can get my money back without delays.	Create refund workflow, API integration with payment providers, Testing & validation	High	9	5	Sprint 3
US006	As an admin, I want to configure payment routing rules, so that I can optimize payment processing costs.	Develop rule engine, UI for configuration, Testing	Medium	7	5	Sprint 3
US007	As an airline, I want batch settlement processing, so that I can handle large volume transactions efficiently.	Design batch processing architecture, Implement job scheduler, Validation testing	Medium	8	6	Sprint 4
US008	As a compliance officer, I want audit logs for all	Implement logging mechanism,	Low	6	3	Sprint 4

	transactions, so that I can ensure regulatory compliance.	Secure storage, Reporting UI				

Sprint backlog:

User Story ID	User Story	Tasks	Owner	Status	timated Eff
US001	As an airline, I want to integrate multiple payment providers, so that I can offer diverse payment options to customers.	Research providers, API integration, Authentication setup, Testing	Dev Team	In Progress	8
US002	As a user, I want secure payment processing, so that my transactions are safe.	Implement encryption, PCI DSS compliance check, Security testing	Security Team	To Do	5
US003	As an airline, I want real-time transaction reporting, so that I can track revenue and payments.	Develop reporting dashboard, Backend API for data retrieval, UI implementation	Dev Team	To Do	6
US005	As a user, I want to receive refunds seamlessly, so that I can get my money back without delays.	Create refund workflow, API integration with payment providers, Testing & validation	QA Team	In Progress	7

US006	As an admin, I want to configure payment routing rules, so that I can optimize payment processing costs.	Develop rule engine, UI for configuration, Testing	Dev Team	To Do	6

Product burndown

A Product Burndown Chart tracks the remaining work in the product backlog over time, helping teams visualize progress toward completing the project.

Product Burndown Chart for Payment Orchestration Platform

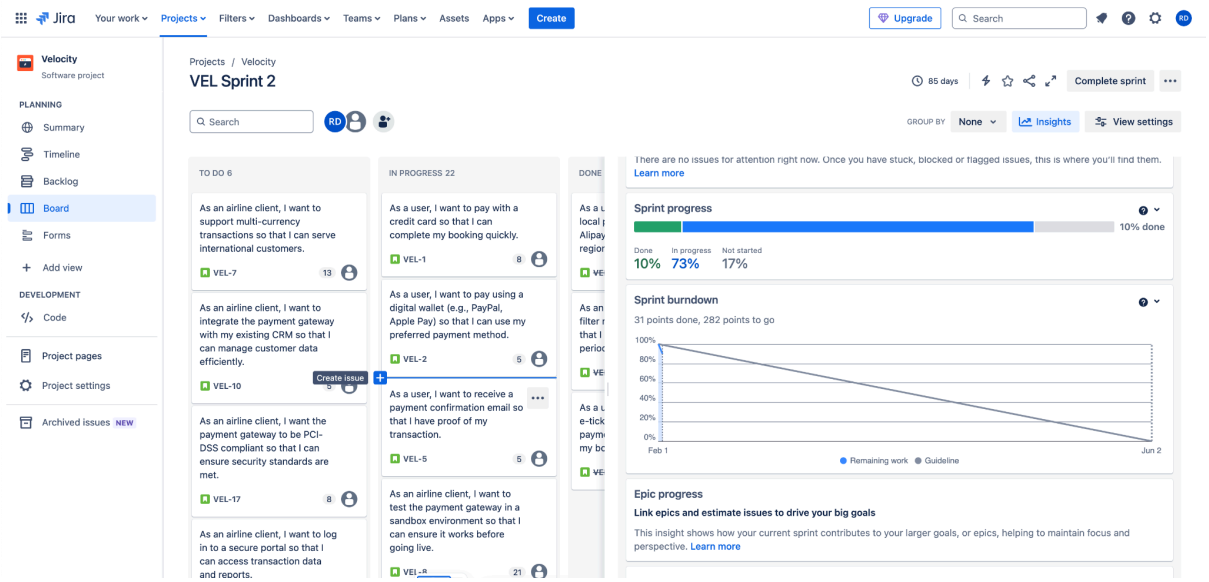
- X-Axis: Sprints (e.g., Sprint 1, Sprint 2, Sprint 3, etc.)
- Y-Axis: Remaining Story Points or Tasks
- Initial Scope: Total estimated story points at the start
- Ideal Burndown Line: A straight line showing expected progress
- Actual Burndown Line: Shows the real progress per sprint

Sprint burndown

A Sprint Burndown Chart visually represents work completed versus work remaining in a sprint. It helps Agile teams track progress and predict whether they'll complete all planned tasks before the sprint ends.

Key Elements of a Sprint Burndown Chart:

1. X-Axis (Time): Represents the sprint duration (e.g., days in a 2-week sprint).
2. Y-Axis (Work Remaining): Measures the amount of work left (story points, hours, or task count).
3. Ideal Burndown Line: A straight line showing the perfect work completion pace.
4. Actual Burndown Line: A fluctuating line representing real progress.



Document 6: Sprint meetings

Meeting Type 1: Sprint Planning meeting

Date	31/01/2025
Time	14:00
Location	Pune Idia Office
Prepared By	Nishchal scrum master
Attendees	Scrum team

Agenda Topics

Topic	Presenter	Time Allotted
Overview of Sprint Goals	Scrum Master	15 mins
Review of Product Backlog Items	Product Owner	20 mins
Task Breakdown & Assignments	Dev Team	30 mins
Risk & Dependency Discussion	All	15 mins
Q&A & Closing Remarks	Scrum Master	10 mins

Other Information:

The team will discuss dependencies, potential roadblocks, and any backlog refinement needed for future sprints.

Observers	Stakeholders from finance, compliance, and operations teams.
Resources	ira backlog, Confluence documentation, CI/CD pipeline reports, and payment provider API documentation.
Special Notes	Ensure alignment with business objectives and regulatory requirements before finalizing sprint commitments.

Meeting Type 2: Sprint review meeting

Date	31/01/2025
Time	14:00
Location	Pune Idia Office
Prepared By	Nishchal scrum master
Attendees	Scrum team

Sprint Status	Overview of completed and pending tasks.
Things to Demo	Showcase completed features and functionalities (Paypal and reporting module)
Quick Updates	Discuss challenges faced, feedback from stakeholders, and resolved issues (Infra needs to be ready, get test data from providers and API documentation)
What's Next	Outline action items for the next sprint, backlog refinement, and potential improvement

Meeting Type 3: Sprint retrospective meeting

Date	31/01/2025
Time	14:00
Location	Pune Idia Office
Prepared By	Nishchal scrum master
Attendees	Scrum team

Sprint Retrospective Agenda

What Went Well:	Discuss successful aspects of the sprint. (team collaboration, clear and on-time user stories,)

What Didn't Go Well	Identify areas for improvement and obstacles encountered. (No timely response from providers)
Questions	Address team concerns, process improvements, and collaboration challenges. (Triage call to be scheduled in every week)
Reference	Review sprint metrics, velocity charts, and feedback documentation.

Meeting Type 4: Daily Stand-up meeting

Question	**Name/Role**	**Week "X" (from dd-mm-yyyy to dd-mm-yyyy)**				
		Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**

What did you do yesterday?	Developer 1	call with stakeholders	Work on Paypal	Work on paypal api	create the db	verified the db scema with architecture
	Developer 2	create ui mockups	Work on UI	work on payment ui	walkthrough with ba	will have call with stakeholders for ui approval
	Developer 3	understand requirement for paypal	Work on AID	document the api	created status codes	documented status code
What will you do today?	Developer 1	Work on Paypal	Work on paypal api	create the db	verified the db scema with architectre	write unit cases
	Developer 2	Work on UI	work on payment ui	walthorugh with ba	will have call with stakeholders for ui approval	api documentation
	Developer 3	Work on AID	document the api	created status codes	documented status code	Validated status codes
What (if any) is blocking your progress?	Developer 1	no response from paypal	Infra team has to provide access	mockus are not clear	No	postman not working
	Developer 2	db scema is not ready	system not ready	status codes approval not received	No	No
	Developer 3	licence required for software	No	No	Jira access required	No