

## Agile Document Deliverable - 1

### Document – 1: Definition of Done

Checklist for DOD	Acceptance Criteria	Quality Criteria
Produced Code for Consumed Functionalities	Satisfied	Satisfied
Assumptions of User Story met	Measurable	Measurable
Project builds without errors	Agreed-Upon	Well Defined
Unit tests written and passing	Unambiguous	Measurable
Project deployed on the test environment identical to production platform	Well Defined	Well Defined
Tests on devices/browsers listed in the project assumptions passed	Agreed-Upon	Unambiguous
Feature ok-ed by UX designer	Measurable	Well Defined
QA performed & issues resolved	Well Defined	Well Defined
Feature is tested against acceptance criteria	Unambiguous	Well Defined
Feature ok-ed by Product Owner	Measurable	Measurable
Refactoring completed	Well Defined	Unambiguous
Any configuration or build changes documented	Agreed-Upon	Agreed-Upon
Documentation updated	Agreed-Upon	Agreed-Upon
Peer Code Review performed	Agreed-Upon	Agreed-Upon

## Document – 2: Product Vision Document

<b>Scrum Project Name:</b>	Go-Eat (Food Delivery)		
<b>Venue:</b>	Pune Office, Baner		
<b>Date:</b> 22.03.2025	<b>Start Time:</b> 9.00 AM	<b>End Time:</b> 12.00 PM	<b>Duration:</b> 3 Hrs.
<b>Client:</b>	Mr. Krishna Dwarkadish	Mr. Shiv Rudra	Miss Parvati Kailash
<b>Stakeholder List:</b>	Project Manager	Business Owner	Scrum Master
Product Owner	Software Engineers	UI/UX Designers	Business Analyst
Network Engineer	Database Administrator	Quality Assurance/Testers	System Analyst
<b>Scrum Team</b>			
<b>Scrum Master:</b>	Mr. Ganesh Gokhale	Mr. Arjun Kale	
<b>Product Owner:</b>	Mr. Mayur Shiralkar	Mr. Sameer Deshpande	Miss. Sharvari Gore
<b>Scrum Developer 1:</b>	Mr. Ashutosh Shrivastav		
<b>Scrum Developer 2:</b>	Miss. Anagha Deshpande		
<b>Scrum Developer 3:</b>	Mr. Rohit Kulkarni		
<b>Scrum Developer 4:</b>	Mr. Saurabh Ratnaparkhi		
<b>Scrum Developer 5:</b>	Miss Gayatri Salunkhe		

## Document 3: User Story

User Story No: 3	Tasks: 2	Priority: Medium
<b>Value Statement:</b>  As a Client/User I want to login into a Go-Eat Portal So that I can be able to browse the Menu and Order the Food.		
BV: 500	CV: 2	
<b>Acceptance Criteria:</b> <ul style="list-style-type: none"><li>• Registration Screen</li><li>• Login Screen</li><li>• Product Catalog</li><li>• Menu Criteria</li></ul>		

## **Document 4: Agile PO Experience**

As a Product Owner in the Agile Go-Eat e-commerce project, your experience will involve:

### **1. Product Strategy & Vision**

- Defining the product vision, roadmap, and objectives for the Go-Eat platform.
- Aligning business goals with customer needs and market trends.

### **2. Backlog Management**

- Prioritizing and refining the product backlog based on business value, feasibility, and customer impact.
- Collaborating with stakeholders, including business leaders, developers, UX designers, and marketing teams, to define and groom user stories.

### **3. Agile Collaboration**

- Working closely with the Scrum Team to ensure smooth sprint planning, execution, and delivery.
- Participating in daily standups, sprint reviews, retrospectives, and backlog refinement sessions.

### **4. Stakeholder Communication**

- Gathering requirements from internal and external stakeholders, such as customers, delivery partners, restaurants, and operations teams.
- Ensuring alignment between Go-Eat's business strategy and product development.

### **5. Data-Driven Decision Making**

- Using analytics, A/B testing, and customer feedback to improve product features.
- Defining KPIs to measure product success (e.g., order completion rate, average delivery time, customer satisfaction).

### **6. User Experience & Feature Enhancements**

- Improving order management, restaurant partnerships, and delivery processes.
- Ensuring seamless user journeys across mobile and web platforms.

### **7. Handling Challenges & Iterative Improvements**

- Managing trade-offs between features, timelines, and technical feasibility.
- Responding to competitive market shifts, customer demands, and operational bottlenecks.

As a Product Owner in the Go-Eat e-commerce project, your experience during a Sprint will be highly collaborative and iterative. Here is what you can expect in each phase of the Sprint,

### **1. Sprint Planning (Day 1)**

- Work with the Scrum Team to define the Sprint Goal.
- Select high-priority user stories from the backlog based on business value.
- Clarify requirements, acceptance criteria, and dependencies.
- Ensure the development team understands the scope and technical feasibility.
- Balance customer needs, business goals, and technical constraints.

### **2. Daily Standups (Every Day)**

- Attend Daily Scrum Meetings to stay updated on progress.
- Answer any questions from the development team.
- Unblock issues by facilitating discussions with stakeholders.
- Ensure alignment with the Sprint Goal.

### **3. Backlog Refinement (Mid-Sprint)**

- Continuously groom the product backlog for future sprints.
- Gather feedback from stakeholders and customers.
- Adjust priorities, if necessary, based on new insights.
- Ensure user stories are detailed, clear, and ready for future sprints.

### **4. Sprint Review (End of Sprint)**

- Demonstrate completed features to stakeholders (restaurants, delivery partners, internal teams).
- Gather feedback on new features or improvements.
- Assess whether the team met the Sprint Goal.
- Identify any additional tweaks before deployment.

### **5. Sprint Retrospective (Post Sprint)**

- Reflect on what went well and what can be improved.
- Discuss challenges, bottlenecks, and process improvements.
- Implement lessons learned in the next Sprint.

Managing User Stories effectively is crucial to ensure smooth development, clear priorities, and valuable product increments. Here is how you can handle user stories efficiently in an Agile Sprint,

### **1. Creating High-Quality User Stories**

Each user story should follow,

- Independent – Can be completed without dependencies.
- Negotiable – Open for discussion, not a fixed contract.
- Valuable – Provides value to users/customers.
- Estimable – Developers can estimate the effort.
- Small – Can be completed in one Sprint.
- Testable – Has clear acceptance criteria.

#### **Example User Story:**

As a customer,

I want to track my food order in real-time

so that I know when it will arrive.

### **2. Writing Clear Acceptance Criteria**

Define when a story is done.

Acceptance criteria ensure clarity for developers and testers.

### **3. Prioritizing User Stories in the Backlog**

- Use the MoSCoW method (Must-have, Should-have, Could-have, Won't-have).
- Focus on business value, customer impact, and feasibility.
- Balance new features vs. technical debt.

#### **Example Prioritization:**

**Must-have** – Real-time order tracking.

**Should-have** – Personalized restaurant recommendations.

**Could-have** – Loyalty points system.

### **4. Collaborating with the Development Team**

- Clarify any doubts in Backlog Grooming sessions.
- Ensure developers understand the WHY behind each story.
- Be available during the sprint for any scope clarifications.

## 5. Reviewing & Accepting Stories

- Test the feature against acceptance criteria.
- Check if it meets customer expectations.
- Provide feedback and approve/reject the story.

## 6. Iterating Based on User Feedback

- Analyse user behaviour after a feature release.
- Gather insights from customer support, surveys, and analytics.
- Refine existing user stories or create new ones for enhancements.

## Document 5: Product & Sprint Backlog & Product & Sprint Burndown Chart

### Product Backlog:

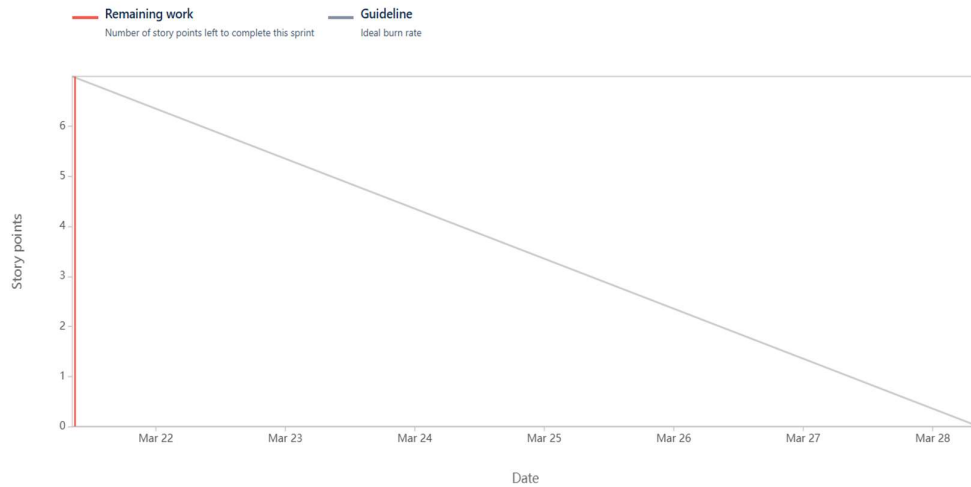
User Story Id	User Story	Tasks	Priority	BV	CP	Sprint
US001	Registration Page	3	Medium	500	2	Register
US002	Order Food	2	High	200	1	Food Order

### Sprint Backlog:

User Story Id	User Story	Tasks	Owner	Status	Estimated Effort
US003	Payment	5	Mr. Mayur Shiralkar	In Progress	3
US004	OTP	7	Miss Sharvari Gore	Done	2

Date - 21 March 2025 - 28 March 2025

Sprint goal - WIP



## Document 6: Sprint Meetings

### Meeting Type 1: Sprint Planning Meeting

Date	21.03.2025
Time	2.00 PM – 2.30 PM
Location	Pune Office, Baner
Prepared By	Mr. Mayur Shiralkar
Attendees	14

### Agenda Topic:

Topic	Presenter	Time Allotted
Payment Options	Mr. Shivam Gangadhar	13 Mins
Product Catalogs Discussion, (Adding Removing)	Mr. Anurag Gadgil	17 Mins

### Other Information:

Observer	Mr. Shantanu Shirke
Resources	Miss. Shivani Apte, Miss Shreya Gadgil, Mr. Om Bhide
Special Notes	Changes, Modifications in the Portal with respect to the Client Opinion.

### Meeting Type 2: Sprint Review Meeting

<b>Date</b>	21.03.2025
<b>Time</b>	4.30 PM – 5.30 PM
<b>Location</b>	Pune Office, Baner
<b>Prepared By</b>	Mr. Mayur Shiralkar
<b>Attendees</b>	8

<b>Sprint Status</b>	<b>Things to Demo</b>	<b>Quick Updates</b>	<b>What's Next</b>
In Progress	Payment Options (UPI, Net-Banking, Cards)	Adding Cash on Delivery Option	Integration with API and Portal with Email Confirmation.

### Meeting Type 3 – Sprint Retrospective

<b>Date</b>	21.03.2025
<b>Time</b>	6.30 PM – 7.00 PM
<b>Location</b>	Pune Office, Baner
<b>Prepared By</b>	Mr. Mayur Shiralkar
<b>Attendees</b>	12

<b>Agenda</b>	<b>What went well</b>	<b>What didn't go well</b>	<b>Questions</b>	<b>References</b>
Registration	Users/Clients can register successfully.	Forget Option is not working hence WIP	Is there should be option for another mail confirmation.	NA
Payment Gateway	Payments are successfully done by the Clients.	Still OTP Module WIP, hence Working on its threading for the 4 Digit Code from Third Party.	Does OTP will be having its email confirmation for separate users?	Ref: Mr. Ashutosh Joshi



#### Meeting Type 4 – Daily Standup Meeting

Questions	Name/Role	Week 2 (From 17.03.2025 – 21.03.2025)						
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
What did you do Yesterday	Developer 1	Developed Registration Page	Tested	Tested	Started Developing the Login Page	Testing	WIP	-
	Developer 2	Developed a Wireframe for the Login	Developed Wireframe for the Catalog for foods	Mocked Again	Mocked	Testing	Completed	-
What will you do today	Developer 1	Start Testing the Registration Page and Test Cases	WIP	WIP	WIP	Complete	Testing	-
	Developer 2	Developed a Payment Gateway Testing Options	WIP	Testing of Registration	WIP	Complete	Complete	-
What (if any) blocking your Progress	Developer 1	Working on the Threading OTP	WIP	Testing	WIP	Complete	Complete	-
	Developer 2	Working on the Email Confirmation	WIP	Testing	Testing	Complete	Complete	-