

Document 1: Definition of Done

Purpose

The Definition of Done (DoD) is a shared agreement within the project team to ensure that every backlog item, sprint, and release delivers the exact value and quality expected by the client. It acts as a checklist of conditions that must be satisfied before we mark any work as complete. This ensures transparency, consistency, and confidence in every deliverable of the Jewellery e-commerce Platform.

Scope

The Definition of Done will be applied at three levels in this project:

- **User Story Level:** Every feature or requirement requested by the client.
- **Sprint Level:** Completion of a group of user stories planned for each sprint.
- **Release Level:** The combined delivery at the end of multiple sprints, ready for client use.

Agreed Definition of Done - Checklist

Level of Work	Checklist Criteria	Explanation
User Story	• All acceptance criteria are met • Code is reviewed and approved • Unit testing is completed with no critical issues • UI/UX matches agreed design • Functionality integrated with APIs where applicable	Ensures each story is functionally complete, tested, and aligned with client expectations.
Sprint	• All user stories planned for the sprint meet their DoD • Regression testing completed • No open high/critical defects • Demonstrated successfully in Sprint Review	Ensures that the sprint outcome is stable, functional, and ready for client feedback.
Release	• All sprints meet DoD • End-to-end system testing completed • Performance and security checks passed • Deployment checklist completed • Approved by Product Owner and Project Sponsor	Ensures the entire system is production-ready and safe for customer use.

Quality & Acceptance Alignment

- **Acceptance Criteria** - Each backlog item will only be marked as “Done” when it fully satisfies the business requirements shared by the client.
- **Quality Criteria** - The team will ensure bug-free, secure, and user-friendly delivery by following testing, code review, and UI/UX standards.

Benefits for the Client

By following this Definition of Done, the project ensures that:

- Deliverables are consistent and measurable.
- No partial or incomplete features are presented.
- Quality and customer trust are maintained at every stage.
- Every sprint output is usable, even before the final release.

This Definition of Done will be followed by all team members throughout the project and will be visible in the shared project space for full transparency.

Document 2: Product Vision

Scrum Project Information

Field	Details
Scrum Project Name	Jewellery E-Commerce Website Development
Venue	Client Office - Hyderabad & Online (Zoom/Teams/GMeet)
Date	12th March 2025
Start Time	10:00 AM
End Time	5:00 PM
Duration	Full Day (Project Kick-off)
Client	SHINEDOVE Omni Channel Communications
Stakeholder List	CEO, Head of Operations, Head of Sales & Marketing, IT Manager, Finance Head, Jewellery Designers Representative.

Scrum Team

Role	Assigned Person
Scrum Master	Kamal Nandagopal
Product Owner	Kokila
Scrum Developer 1	Frontend Developer
Scrum Developer 2	Backend Developer
Scrum Developer 3	UI/UX Designer
Scrum Developer 4	QA Tester
Scrum Developer 5	Database Engineer

Vision Statement

Our vision is to deliver a modern, secure, and scalable Jewellery E-Commerce platform that allows customers to seamlessly browse, customize, and purchase jewellery online while ensuring real-time inventory visibility, smooth order processing, and strong integration with payment & logistics systems. This vision aligns with your company's strategy to expand digital reach, improve customer experience, and increase revenue from online channels.

Vision Framework

Category	Guiding Questions	Project-Specific Input
Target Group	• Which market segment does the product address? • Who are the target users and customers?	• Jewellery buyers across India customers. • Primary target: Women aged 25–45 (urban professionals & homemakers). • Secondary target: Gifting customers & corporate buyers.
Needs	• What problem does the product solve? • Which benefit does it provide?	• Provides a trusted digital platform for purchasing jewellery without store visits. • Ensures real-time inventory check and easy order tracking. • Offers personalized experience with design customization options. • Reduces dependency on physical store footfall.
Product	• What product is it? • What makes it desirable and special? • Is it feasible to develop the product?	• A scalable E-Commerce website for jewellery with advanced catalogue and secure payment gateway. • Special features: Real-time gold/silver price sync, certification for authenticity, integrated loyalty program. • Feasible with Agile iterations: MVP launch in 3 months, followed by feature enhancements.
Value	• How is the product going to benefit the company? • What are the business goals? • What is the business model?	• Expands market reach to Tier-1, 2 & 3 cities • Business Goals: Increase online sales by 30% in first year, reduce store dependency by 20%. • Business Model: Direct-to-Customer online jewellery sales with upselling (custom designs, gift packs).

- This product vision ensures alignment between your business objectives and our Agile execution.
- It clearly identifies who we are building for, why it matters, and how it will generate value for your organization.
- The structured approach under Target Group, Needs, Product, and Value provides both business clarity and technical feasibility assurance.
- This document will serve as the foundation for backlog prioritization, sprint planning, and release roadmaps.

Document 3: User stories

User story No: 1	Tasks: Implement secure login & signup	Priority: High
Value Statement	As a user, I want to create an account securely so that I can access personalized features.	
BV: 100	CP: 5	
Acceptance Criteria	User should be able to register/login with email or mobile OTP, and system validates credentials securely.	

User story No: 2	Tasks: Develop product catalog with categories	Priority: High
Value Statement	As a user, I want to browse jewellery by categories so that I can easily find items of my interest.	
BV: 100	CP: 5	
Acceptance Criteria	Categories like Rings, Necklaces, Earrings should be visible with smooth navigation.	

User story No: 3	Tasks: Build advanced search function	Priority: High
Value Statement	As a user, I want to search jewellery items using keywords so that I can quickly find specific products.	
BV: 200	CP: 4	
Acceptance Criteria	Search bar should return relevant items with predictive suggestions.	

User story No: 4	Tasks: Add product filters (price, metal, weight, design)	Priority: High
Value Statement	As a user, I want to filter products by price, material, and design so that I can refine my selection.	
BV: 100	CP: 5	
Acceptance Criteria	Filters should instantly update product list without page reload.	

User story No: 5	Tasks: Display product detail page	Priority: High
Value Statement	As a user, I want to view detailed product information so that I can make an informed purchase decision.	
BV: 100	CP: 5	
Acceptance Criteria	Page should show product description, price, images, certifications, and stock availability.	

User story No: 6	Tasks: Enable “Add to Cart” functionality	Priority: High
Value Statement	As a user, I want to add items to my cart so that I can review before making payment.	
BV: 50	CP: 4	
Acceptance Criteria	Selected items must appear in the cart with price calculation and editable quantity.	

User story No: 7	Tasks: Implement secure checkout process	Priority: High
Value Statement	As a user, I want a smooth checkout process so that I can complete my purchase easily.	
BV: 100	CP: 5	
Acceptance Criteria	Checkout should include address, delivery options, and payment gateway integration.	

User story No: 8	Tasks: Integrate payment gateway	Priority: High
Value Statement	As a user, I want to pay using multiple methods so that I can choose what's convenient.	
BV: 100	CP: 5	
Acceptance Criteria	Options like Credit/Debit card, Net Banking, UPI should be available and functional.	

User story No: 9	Tasks: Implement "Buy Gold Now, Pay Later" (API Integration)	Priority: High
Value Statement	As a user, I want to purchase gold using a "Pay Later" option so that I can manage my payments flexibly.	
BV: 200	CP: 5	
Acceptance Criteria	Partner API integration should allow EMI or delayed payment facility with instant confirmation.	

User story No: 10	Tasks: Add SIP (Systematic Investment Plan) feature	Priority: High
Value Statement	As a user, I want to set up a SIP for gold jewellery so that I can invest monthly and buy later.	
BV: 200	CP: 5	
Acceptance Criteria	SIP dashboard should allow plan selection, monthly amount setup, and track accumulated value.	

User story No: 11	Tasks: Provide Jewellery Insurance option (API Integration)	Priority: Medium
Value Statement	As a user, I want to insure my jewellery so that I feel secure about my purchase.	
BV: 50	CP: 5	
Acceptance Criteria	Insurance option should be available at checkout with API integration to insurance partner.	

User story No: 12	Tasks: Show order tracking	Priority: Medium
Value Statement	As a user, I want to track my order status so that I know when my jewellery will be delivered.	
BV: 50	CP: 4	
Acceptance Criteria	Tracking info should show status updates from order placed to delivered.	

User story No: 13	Tasks: Wishlist feature	Priority: Medium
Value Statement	As a user, I want to save items in my wishlist so that I can revisit them later for purchase.	
BV: 50	CP: 4	
Acceptance Criteria	User should be able to add/remove items to wishlist linked to their profile.	

User story No: 14	Tasks: Customer reviews & ratings	Priority: Medium
Value Statement	As a user, I want to read/write reviews so that I can trust the product quality.	
BV: 50	CP: 4	
Acceptance Criteria	Ratings (1–5) and text reviews should appear under each product.	

User story No: 15	Tasks: Push notifications & alerts	Priority: Low
Value Statement	As a user, I want to receive alerts for offers, order updates, and SIP reminders so that I stay informed.	
BV: 20	CP: 4	
Acceptance Criteria	Notifications should be configurable (email, SMS, app).	

User story No: 16	Tasks: Admin dashboard	Priority: High
Value Statement	As an admin, I want to manage inventory, prices, and user orders so that the platform runs smoothly.	
BV: 200	CP: 5	
Acceptance Criteria	Dashboard should allow adding products, updating stock, and monitoring sales.	

User story No: 17	Tasks: Security & compliance	Priority: High
Value Statement	As a user, I want my personal and payment data to be secure so that I can trust the platform.	
BV: 500	CP: 5	
Acceptance Criteria	System should use encryption, OTP verification, and follow compliance standards (PCI-DSS).	

Document 4: Agile PO Experience

1. Product Owner Vision for the Project

The Product Owner (PO) will act as the custodian of your business vision, ensuring that every feature delivered reflects both current market opportunities and long-term strategic goals. For this Jewellery E-Commerce platform, the PO will maintain focus on:

- Building a competitive online platform with unique offerings like Gold SIP, Pay Later, and Jewellery Insurance.
- Ensuring customer convenience and trust through secure transactions and reliable delivery.
- Creating a roadmap-driven product journey with phased releases for faster time-to-market.

2. Core Responsibilities of the Product Owner

Responsibility Area	Detailed Approach for Your Project
Market Analysis	- Study customer buying behavior in jewellery online vs offline. - Benchmark against leading e-commerce jewellery competitors (e.g., CaratLane, Bluestone). - Identify gaps in features such as Pay Later EMI, Gold SIP Plans, and Insurance add-ons. - Evaluate regional demand (Hyderabad, Tier-1,2 & 3 cities) to tailor campaigns.
Enterprise Analysis	- Perform due diligence on jewellery e-commerce growth potential. - Validate investment through ROI models. - Recommend high-value partnerships (e.g., Insurance providers, Payment gateways).
Product Vision & Roadmap	- Vision: To become a trusted jewellery marketplace that balances affordability, trust, and modern payment flexibility. - Roadmap: • Phase 1 – MVP (3 months): Product catalogue, secure checkout, order tracking. • Phase 2 – Core Features (6 months): Gold SIP, Pay Later APIs, Digital Wallet. • Phase 3 – Enhancements (9–12 months): Insurance integration, AI-powered recommendations, loyalty rewards.
Managing Product Features	- Align with stakeholders on must-have vs nice-to-have features. - Define epics → features → user stories hierarchy. - Prioritize based on ROI, customer value, and regulatory needs. - Example: “Insurance Integration” may be high effort but provides strong differentiation.
Managing Product Backlog	- Maintain a dynamic backlog visible to all stakeholders. - Categorize into Epics (Payments, Insurance, Catalogue). - Prioritize continuously using MoSCoW (Must, Should, Could, Won’t). - Ensure backlog reflects both business priorities and technical feasibility.
Managing Iteration Progress	- Sprint Planning: Agree on sprint goals and commitment. - Daily Scrums: Ensure progress transparency. - Sprint Review: Showcase increments to stakeholders. - Retrospectives: Gather improvement points and refine processes. - Example: If Pay Later API testing is delayed, adjust backlog priorities for the next sprint.

3. Agile Ceremonies Facilitated by the Product Owner

The PO ensures ceremonies are not just “meetings” but decision-making checkpoints:

- **Sprint Planning** - Align backlog items with sprint goals, negotiate priorities.
- **Daily Scrum** - Review blockers and support the Scrum Master in unblocking tasks.
- **Sprint Review** - Present sprint increment to stakeholders, gather live feedback.
- **Sprint Retrospective** - Identify learnings, refine user story detailing.
- **Backlog Refinement** - Break down epics, refine acceptance criteria, and adjust priorities.

4. User Story Development

Each User Story will include business-driven and measurable details:

Attribute	Explanation (Example: Gold SIP Feature)
Story No.	US-012
Tasks	API integration with SIP partner, UI design for SIP dashboard, Testing workflows.
Priority	High (critical business differentiator).
Acceptance Criteria	User should be able to subscribe to a SIP, view maturity date, and cancel anytime.
Business Value (BV)	Increase customer retention and recurring purchases.
Completion Points (CP)	8 story points (medium-high effort).

5. Backlog Hierarchy

Epic ID	Epic Name	What this covers (scope of project)	Sample User Stories (from Doc-3)
E1	Customer Accounts & Identity	Secure sign-up/login (OTP/email), profile, address book, KYC (if required for BNPL/SIP).	US-01 (Login/Signup)
E2	Catalogue & Product Content	Categories, sub-categories (Gold, Silver, Diamonds, Gemstones), product data model, media gallery.	US-02 (Catalogue), US-05 (PDP)
E3	Discovery (Search & Filters)	Keyword search, autosuggest, filters (price, weight, metal, purity, stone), sort options.	US-03 (Filters), US-04 (Search)
E4	Cart & Wishlist	Add to cart, edit/remove, totals, wishlist add/move to cart.	US-06 (Cart), US-12 (Wishlist)
E5	Checkout & Core Payments	Address selection, order summary, payment gateway (Cards/UPI/Net-banking), coupons, taxes, invoices.	US-07 (Checkout), US-08 (Payment), US-10 (Coupons)
E6	Finance Partner – Buy Gold Now Pay Later (API)	BNPL eligibility check, plan selection, EMI schedule, consent, callbacks/webhooks, settlement.	US-09 (BNPL API)
E7	Gold SIP (Systematic Investment Plan)	Plan creation, auto-debit, SIP ledger, pause/cancel, maturity redemption to purchase.	US-11 (SIP)
E8	Insurance Partner – Jewellery Insurance (API)	Quote at checkout, premium calc, policy issuance, certificate PDF/email, claims entry point.	US-10 (Insurance API)
E9	Orders, Logistics & Notifications	Order lifecycle, tracking, courier integration (status	US-13 (Tracking), US-14 (Notifications), US-15

		updates), email/SMS/WhatsApp notifications, reviews/ratings.	(Reviews)
E10	Admin, CMS, Analytics & Reports	Admin console, product & price mgmt, inventory, promotions, dashboards, sales reports, SEO content blocks.	US-16 (Admin), US-08 (Reports)

6. Product Roadmap

Sprint	Dates	Primary Epics & Scope Delivered	Key Outcomes
Sprint 1	12 Mar – 08 Apr 2025	E1, E2 (Foundations): Auth (OTP/email), Profile basics, Category tree, product schema, PDP skeleton, core UI kit.	Users can sign up/login; browse categories; basic product pages visible.
Sprint 2	09 Apr – 06 May 2025	E3, E4: Search + autosuggest, filters & sort, Add to Cart, Wishlist. PDP complete with images/zoom/specs.	Complete discovery journey → add to cart & wishlist.
Sprint 3	07 May – 03 Jun 2025	E5: Address book & checkout flow, payment gateway (Cards/UPI/Net-banking), coupons, price/tax calc, order confirmation/invoice.	End-to-end purchase with standard payments.
Sprint 4	04 Jun – 01 Jul 2025	E6 (BNPL API): Eligibility check, plan options, EMI schedule view, consent screen, webhook handling; hardening of E5.	Buy Gold Now Pay Later fully available at checkout.
Sprint 5	02 Jul – 29 Jul 2025	E7 (Gold SIP): Plan creation, auto-debit setup, SIP dashboard (ledger, next due), pause/cancel; start E8 (Insurance quote flow).	Gold SIP live; Insurance quote visible in checkout.
Sprint 6	30 Jul – 26 Aug 2025	E8, E9, E10: Insurance policy issuance + certificate, full order tracking & notifications, Admin console (products/prices/inventory), analytics dashboards; full regression & security/perf tests, UAT & go-live prep.	Platform ready for UAT sign-off and go-live.

7. Product Owner as the Liaison

The PO will ensure smooth communication between:

- **Business Stakeholders** - Validate business ROI and competitive positioning.
- **Scrum Team** - Clarify requirements and support sprint execution.
- **Clients & Partners** - Coordinate external dependencies (Payment APIs, Insurance partners).

8. Expected Outcomes for Your Project

By following this structured approach, the PO ensures:

- **Faster Time-to-Market** - MVP within 3 months with iterative feature delivery.
- **High Business Alignment** - Prioritization ensures maximum ROI.
- **Customer-Centric Delivery** - Features tailored for customer trust and convenience.
- **Transparency** - Clear backlog visibility, sprint reviews, and roadmap tracking.

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

As part of our Agile-Scrum implementation for the Jewellery E-Commerce Project, we have structured the backlog into Epics and User Stories aligned to your business priorities. The following backlog tables provide clear visibility of how requirements will be delivered across sprints.

Product backlog:

User Story ID	User Story	Tasks	Priority	BV (Business Value)	CP (Complexity Points)	Sprint
US-01	As a customer, I want to view jewellery categories so I can easily browse	Define categories, design catalogue layout, upload product data	High	9	3	Sprint 1
US-02	As a customer, I want to filter products by metal, price, weight	Build filter logic, UI integration, backend query setup	High	10	5	Sprint 1
US-03	As a customer, I want a product search bar	Design search field, integrate search API, testing	Medium	8	3	Sprint 2
US-04	As a customer, I want to add jewellery to cart & wishlist	Cart page design, backend linking, wishlist save function	High	10	5	Sprint 2
US-05	As a customer, I want secure checkout with multiple payment options	Payment gateway integration, EMI/BNPL setup, security compliance	High	10	8	Sprint 3
US-06	As a customer, I want to insure my jewellery during purchase	Integrate insurance API, option in checkout, test workflow	Medium	9	6	Sprint 3

US-07	As a customer, I want jewellery SIP option for savings	SIP module design, recurring payment setup, notifications	Medium	8	7	Sprint 4
US-08	As a customer, I want to give product reviews	Review form, approval system, display on product page	Low	6	3	Sprint 4
US-09	As a customer, I want to track my order	Order tracking page, SMS/email integration, status updates	High	9	4	Sprint 5
US-10	As an admin, I want to manage stock and sales reports	Admin dashboard, stock entry module, reporting tools	High	10	7	Sprint 6
US-11	As an admin, I want to generate invoices & handle returns/exchanges	Invoice generator, return policy integration, workflow setup	Medium	8	5	Sprint 6

Sprint backlog:

Sprint 1 – Foundational Features

User Story ID	User Story	Tasks	Owner	Status	Estimated Effort
US-01	As a customer, I want to view jewellery categories	Define categories, upload sample product data, design catalogue UI	Frontend Developer	Completed	8 hrs
US-02	As a customer, I want to filter products by metal, price, etc.	Create filter logic, integrate with DB, test filtering functionality	Backend Developer	In Progress	10 hrs
US-03	As a customer, I want a product search bar	Design search UI, integrate with backend search API, testing	Full Stack Developer	To Do	6 hrs

Sprint 2 – Shopping Experience

User Story ID	User Story	Tasks	Owner	Status	Estimated Effort
US-04	As a customer, I want to add jewellery to cart & wishlist	Cart page design, DB linking, wishlist save & retrieve	Frontend Developer	To Do	12 hrs

US-05	As a customer, I want secure checkout with multiple payment options	Payment gateway integration, EMI setup, encryption & PCI compliance checks	Backend Developer	To Do	15 hrs
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Sprint 3 – Value Additions

User Story ID	User Story	Tasks	Owner	Status	Estimated Effort
US-06	As a customer, I want to insure my jewellery during purchase	Integrate Insurance API, add checkbox in checkout, validate workflow	API Integration Specialist	To Do	14 hrs
US-07	As a customer, I want jewellery SIP option for savings	Design SIP plan module, recurring payment setup, notification scheduler	Backend Developer	To Do	16 hrs

Sprint 4 – Engagement & Trust

User Story ID	User Story	Tasks	Owner	Status	Estimated Effort
US-08	As a customer, I want to give product reviews	Review form UI, admin approval workflow, display reviews on product page	UI/UX Designer	To Do	8 hrs
US-09	As a customer, I want to track my order	Order tracking page, integrate SMS/email updates, status display logic	Full Stack Developer	To Do	12 hrs

Sprint 5 – Customer Operations

User Story ID	User Story	Tasks	Owner	Status	Estimated Effort
US-10	As an admin, I want to manage stock and sales reports	Admin dashboard, stock entry module, generate monthly/quarterly reports	Data Analyst / Backend Developer	To Do	16 hrs
US-11	As an admin, I want to generate invoices & handle returns/exchanges	Invoice generator, return request form, integration with refund.	Full Stack Developer	To Do	14 hrs

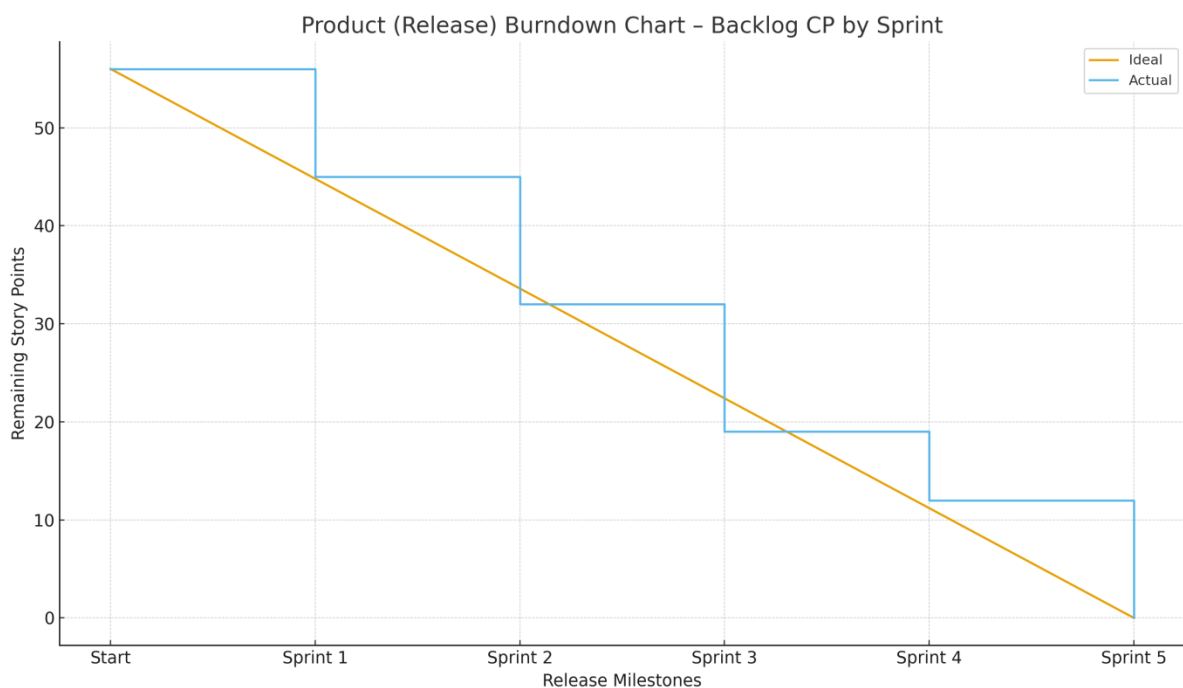
Sprint 6 – Stabilization & Enhancements

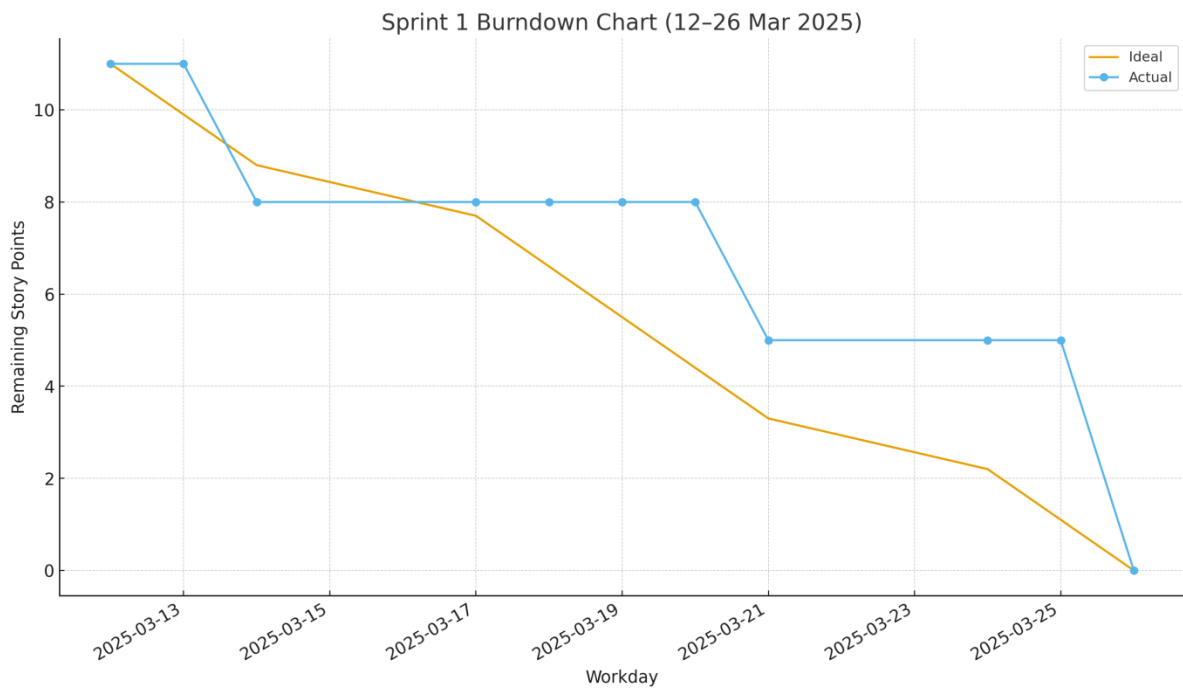
User Story ID	User Story	Tasks	Owner	Status	Estimated Effort
US-12	As a customer, I want personalized recommendations	AI-based recommendation engine, product suggestion module	AI/ML Engineer	To Do	15 hrs
US-13	As a customer, I want push/email notifications for offers	Notification service integration, template creation, testing	Frontend Developer	To Do	10 hrs
US-14	As a system, I want automated performance and security monitoring	Monitoring tools setup, performance tuning, security vulnerability scan	DevOps Engineer	To Do	18 hrs

Ideal vs Actual - What We're Seeing:

Ideal: Shows how the team should've progressed if everything went exactly as planned.

Actual: Reveals how the team really progressed what got done, when, and where delays or pickups happened.





Document 6: Sprint meetings

Meeting Type 1: Sprint Planning Meeting

Meeting Details

Date	Time	Location	Prepared By	Attendees
12th March 2025	10:00 AM – 12:00 PM	Project War Room – Conference Hall A / MS Teams (Hybrid)	Scrum Master	Product Owner, Scrum Master, BA, Development Team (5 members), QA Team (2 members)

Agenda Topics

Topic	Presenter	Time Allotted
Review of Product Backlog	Product Owner	20 mins
Selection of Sprint Backlog Items	Scrum Team	30 mins
Effort Estimation (Story Points)	Developers + QA	40 mins
Sprint Goal Definition	Scrum Master	15 mins
Finalization of Deliverables & Risks	BA + Product Owner	15 mins

Other Information

Observers	Resources	Special Notes
Client Stakeholder (joined virtually)	Jira Board, Burndown Chart template, Product Backlog Document	Some stories dependent on 3rd party API integration marked as “Partial/In Progress”

Meeting Type 2: Sprint Review Meeting

Meeting Details

Date	Time	Location	Prepared By	Attendees
26th March 2025	3:00 PM – 4:30 PM	Client Office – Conference Room B / Zoom	Business Analyst	Product Owner, Scrum Master, Development Team, QA Team, Client Stakeholders

Sprint Review Agenda

Sprint Status	Things to Demo	Quick Updates	What's Next
Completed: 6 User Stories Incomplete: 2 Stories (due to dependency on API)	Jewellery Catalogue Filter Module Cart Checkout Functionality Product Image Zoom Feature	Minor defects raised in QA regression, fixed during sprint.	Plan to pick Payment Gateway Integration & Loyalty Points Module in Sprint 2.

Meeting Type 3: Sprint Retrospective Meeting

Meeting Details

Date	Time	Location	Prepared By	Attendees
27th March 2025	10:00 AM – 11:00 AM	Scrum Room / MS Teams	Scrum Master	Development Team, QA Team, Product Owner, BA

Retrospective Agenda

What went well	What didn't go well	Questions Raised	Reference/Action Items
Good collaboration between QA & Dev	Dependency delay on Payment API	Can we have earlier confirmation from 3rd party vendors?	Client PO to follow up with vendor support
Daily stand-ups were crisp & clear	Sprint stories spilled over due to underestimation	Can estimation techniques be improved?	BA to refine backlog items with PO before Sprint Planning
Demo appreciated by stakeholders	Some rework in UI design alignment	Should we have mock-up approval step?	To add a UX checkpoint in Sprint 2

Meeting Type 4: Daily Stand-up Meeting (Week: 12th–18th March 2025)

What did you do yesterday?

Role	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
UI Developer	Designed Login Page UI	Worked on Product Catalogue screen	Fixed UI alignment issues	Integrated front-end with backend API calls	Prepared demo UI flow	–	–
Backend Developer	Set up Database schema	Developed API for Catalogue	Worked on Checkout API	Debugged authentication service	Code refactoring	–	–
QA Engineer	Created initial test cases	Tested Login & Registration	Reported 5 defects	Retested bug fixes	Regression testing	–	–
Business Analyst (BA)	Refined user stories with PO	Updated acceptance criteria	Clarified doubts with Dev Team	Supported QA in understanding scenarios	Prepared notes for Sprint Review	–	–
Product Owner (PO)	Reviewed backlog items	Prioritized catalogue stories	Aligned sprint scope with client	Attended client sync call	Final approval on demo items	–	–

What will you do today?

Role	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
UI Developer	Work on Checkout Page	Testing with QA	Polish UI & fix defects	Assist QA with demo screens	Finalize UI for review	–	–
Backend Developer	API Testing	Link APIs with UI	Checkout validation	Optimize queries	Support QA in defects	–	–
QA Engineer	Continue test execution	Prepare demo checklist	Verify fixes	Execute regression	Prepare test summary	–	–
BA	Support PO in backlog grooming	Prepare Sprint Review doc	Attend stakeholder calls	Draft Sprint 2 backlog	Document feedback from Review	–	–
PO	Approve demo script	Review test results	Confirm feature readiness	Collect client feedback	Wrap up sprint review notes	–	–

Any blockers?

Role	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
UI Developer	Dependency on API data	–	–	Waiting for UX confirmation	–	–	–
Backend Developer	API documentation delay	–	–	–	–	–	–
QA Engineer	Test data dependency	–	–	–	–	–	–
BA	None	–	–	–	–	–	–
PO	Pending vendor response	–	–	–	–	–	–