Name: Snehal Wankhade

Project: Data Content Quality Check

Agile Project BA implementation- Product vision Product Backlog and Deliverables

Document 1: Definition of Done

Level 1: User story DOD checklist

* All client-specified validation rules are implemented
* The user story meets the specific need of the role
* Functionality has been demonstrated and approved by stakeholders
* Code for the feature is peer-reviewed and free of critical bugs
* Unit tests for the feature achieve 100% pass rate
* User interface aligns with design standards
* Relevant user guides or help tips are written and reviewed
* Any necessary changes to validation rules are documented
* The feature integrates seamlessly with other components e.g., dashboards, alerts
* Product owner have reviewed and accepted the functionality

Level 2: Sprint DOD checklist

* All planned user stories in the sprint backlog meet their respective DOD
* The sprint demo shows functionality that aligns with sprint goal
* End-to-end testing is done
* Regression testing ensures new functionality does not break existing features
* All user stories are documented with acceptance criteria, implementation details and test cases
* Summary of sprint progress, including completed, incomplete task is prepared
* Sprint review is completed and feedback is incorporated into the product backlog

Level 3: Release DOD checklist

* System-level testing, performance, scalability and security testing is completed
* User Acceptance Testing is conducted and approved
* Training material is finalized and shared with users
* The app is deployed in the production environment
* A feedback loop is established

Document 2: Product Vision

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| Scrum Project Name | Data content Quality check  |
| Venue | Tower D, Level 7, Eon IT Park, Pune  |
| Date | Start Time18 December 2023 | End Time21 April 2024 | Duration6 months  |
| Client  | Internal  |
| Stakeholder list  | Data Technicians | Producers  | Managers (Admin)  |
|  | IT Support Team | Executive Leadership | Vasudeva  |
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| Scrum Team |
| Scrum Master | Vinay |  |
| Product Owner  | Snehal  |  |
| Scrum Developer 1 | Prakash  | Backend Development Specialist |
| Scrum Developer 2 | Aishwarya  | Frontend Development Specialist |
| Scrum Developer 3 | Sheetal  | QA |
| Scrum Developer 4 | Nikhil  | Database and Integration Specialist |
| Scrum Developer 5 | Swapnil  | UI/UX Designer  |

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| **Vision**: To create an Automated Data Content Quality Check App that ensures data validation accuracy, simplifies workflows and enhances collaboration among stakeholders while delivering high-quality outputs  |
| **Target Group** | **Needs**  | **Product**  | **Value**  |
| The post production media industry focusing on data validation and quality assurance tasks  | What problem does the product solve: -Eliminate manual errors in data validation -Ensures compliance with client-specific requirements -Streamlines Quality check workflows  | What product is it:Aa data content quality check app with automated validation, detailed reporting and user-friendly interfaces  | Benefit the company:-Reduces operational inefficiencies and cost by automating manual tasks-Enhance overall productivity and data Quality  |
| Target users:Data Technicians, Producers, Managers  | Benefits: -Improve efficiency and accuracy in validating process -Reduce turnaround time for QC-Enhance Customer Satisfaction  | What makes it desirable and special:-Role based access for diverse stakeholders-Real-time error detection and alerts -Detailed logs for accuracy and transparency  | Business Goal:-To establish a streamlined and accurate data validation process -to enhance client relationship through reliable service delivery  |
| Target customers:Post-production companies, production houses, and external clients requiring high-quality deliverables |  | Leveraging agile methodologies with a skilled scrum team and incremental development ensures feasibility and adaptability  | Business Model:-License the app for use in similar post-production companies -Offer tiered pricing based on features and user access levels  |

Document 3: User Stories

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| User Story No: 01 | Tasks: Registration  | Priority: High |
| Value Statement:As an Admin,I want to create user accounts with specific roles, So that I can control access to different features based on responsibilities  |
| BV: 500 | CP: 03 |
| Acceptance Criteria:Admin can create account for roles like data technician, producer, managers Role-specific permissions are applied immediately upon account creation New users receive email notifications with login credentials  |

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| User Story No: 02 | Tasks: Authentication  | Priority: High |
| Value Statement:As a user, I want to login securely using multi-factor authentication, So that my account and data remain protected  |
| BV: 500 | CP: 03 |
| Acceptance Criteria:Users can login with a username, password, and one-time codeAn option for enable/disable multi-factor authentication is available in the profile settingsFailed login attempts lock the account temporarily after 5 tries |

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| User Story No: 03 | Tasks: Access  | Priority: Medium  |
| Value Statement:As an Admin,I want to assign role-specific access to users,So that they can only interact with relevant files and projects  |
| BV:300 | CP:03 |
| Acceptance Criteria:Users see only files and tasks relevant to their role  |

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| User Story No: 04 | Task: Integrate Dropbox | Priority: Medium  |
| Value Statement:As a data technician I want to select files from server/drop-box So that I can validate file directly  |
| BV: 300  | CP: 03 |
| Acceptance Criteria:Server/ Drop-box integrated to access the file directly  |

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| User Story No: 05 | Tasks: Validate | Priority: High |
| Value Statement:As a data technician I want the app to verify metadata for accuracy and completeness So that files meet client standards  |
| BV: 500 | CP: 03 |
| Acceptance Criteria:Metadata checks include naming conventions, tags, and format complianceErrors are flagged with details on how to resolve them |

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| User Story No: 06 | Tasks: Integrity  | Priority: High |
| Value Statement:As a Data technician I want to check file integrity using checksum validation,So that I can ensure files are uncorrupted before transfer  |
| BV: 400 | CP: 03 |
| Acceptance Criteria:User can upload file for checksum validation Results display mismatches or confirm integrity  |

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| User Story No: 07 | Tasks: Notification  | Priority: Medium  |
| Value Statement:As a Producer,I want to receive notification about task progress, So that I am informed without constantly checking app  |
| BV: 300  | CP: 03 |
| Acceptance Criteria:Notifications are sent via emailStatus update include initiated, in progress and completed tasks  |

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| User Story No: 08 | Tasks: QC report  | Priority: High |
| Value Statement:As a Data Technician,I want to generate automated reports for quality check So that I can verify files quickly and efficiently before transferring them  |
| BV: 400 | CP: 04 |
| Acceptance Criteria:Reports include file integrity, metadata verification, and compliance checksReports highlight error and suggest resolution  |

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| User Story No: 09 | Tasks: Restore | Priority: high |
| Value Statement:As a data technician, I want to restore achieved files before transferring them,So that I can access and verify them as part of the quality check process  |
| BV: 400 | CP: 02 |
| Acceptance Criteria:Technician can select files from an archive list Restored files are available for quality checks  |

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| User Story No: 10 | Tasks: Report  | Priority: High |
| Value Statement:As a manager, I want to create client-specific quality and transfer reports So that I can provide insights into project completion and data accuracy  |
| BV: 400  | CP: 03 |
| Acceptance Criteria:Reports can be filtered by client name and project Reports displays transfer logs, quality check results and issue resolution history  |

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| User Story No: 11 | Tasks: Transfer history | Priority: Medium  |
| Value Statement:As a data technician I want to view a history of all transferred filesSo that I can track previous actions and resolve discrepancies if needed  |
| BV: 300  | CP: 03 |
| Acceptance Criteria:Users can view transfer history by date, client or project History includes timestamps, file details, and status  |

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| User Story No: 12 | Tasks: Verify files | Priority: High |
| Value Statement:As a data technician I want to verify multiple files simultaneously So that I can reduce time spent on quality checks for large projects  |
| BV: 400 | CP: 04 |
| Acceptance Criteria:Users can select multiple files or folders for verification The app processes all selected files and provides a consolidated report |

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| User Story No: 13 | Tasks: structure validation  | Priority: Medium  |
| Value Statement:As a data technician I want the app to check folder structure automatically So that I can ensure files are organized as per client requirements  |
| BV: 300 | CP: 03 |
| Acceptance Criteria:The app matches folder structures to predefined templates Discrepancies are flagged for manual correction  |

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| User Story No: 14 | Tasks: failed quality  | Priority: Medium  |
| Value Statement:As a data technicianI want to receive notifications for files that fail quality checks So that I can address issues promptly  |
| BV: 300 | CP: 03 |
| Acceptance Criteria:Notifications include details about the failure and resolution steps Technicians are notified via email |

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| User Story No: 15 | Tasks: tracking  | Priority: Medium |
| Value Statement:As a Producer, I want to track the real-time progress of my requests, So that I am informed about task completion without delays  |
| BV: 400  | CP: 04 |
| Acceptance Criteria:Progress bars and status updates are available for each requestProducers can view task completion percentage  |

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| User Story No: 16 | Tasks: summary  | Priority: Low |
| Value Statement:As a data technician I want to review a checklist summary before transferring filesSo that I can ensure all quality checks are complete  |
| BV: 300 | CP: 03 |
| Acceptance Criteria:Summaries include pass/fail statuses for all checklist items Files can not be transferred unless all critical checks are passed  |

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| User Story No: 17 | Tasks: Error report  | Priority: Medium  |
| Value Statement:As a manager I want to monitor error across all projects, So that I can identify recurring issues and improve processes  |
| BV: 400  | CP: 04 |
| Acceptance Criteria:Error logs are sortable by clients, projects and file type Graphical summaries show error trends  |

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| User Story No: 18 | Tasks: Team Performance  | Priority: Low |
| Value Statement:As a manager I want to track team performance metrics So that I can evaluate productivity and accuracy  |
| BV: 300 | CP: 02 |
| Acceptance Criteria:Metrics include tasks completed, error resolved and average task timePerformance summaries are available for each user and team  |

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| User Story No: 19 | Tasks: Client Review  | Priority: Medium  |
| Value Statement:As a client I want a portal to review and approve delivered files So that I can confirm data quality before downloading  |
| BV: 500 | CP: 03 |
| Acceptance Criteria:Clients can preview files details and approve/reject them Rejected files are flagged for technical review  |

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| User Story No: 20 | Tasks: Compliance Report  | Priority: Medium  |
| Value Statement:As a manager I want to generate SLA compliance reports for file transfer So that I can ensure service standards are met for all clients  |
| BV: 300 | CP: 03 |
| Acceptance Criteria:Reports include transfer times, quality heck duration and errorsSLA breaches are highlighted for review  |

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| User Story No: 21 | Tasks: Custom file name | Priority: Medium  |
| Value Statement:As a data technician I want to enforce custom file naming conventions for each client So that I can ensure naming compliance during uploads and transfers  |
| BV: 300  | CP: 03  |
| Acceptance Criteria:Users can define and save naming convention templates per client Files with incorrect names are flagged during quality checks  |

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| --- | --- | --- |
| User Story No: 22 | Tasks: Preview  | Priority: Medium  |
| Value Statement:As a data technician I want to preview video and audio files within the app So that I can verify content without downloading it  |
| BV: 300 | CP: 05 |
| Acceptance Criteria:Users can play video and audio files directly in the appPreview functionality supports major file formats  |

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| User Story No: 23 | Tasks: Storage  | Priority: Medium  |
| Value Statement:As a Admin I want to receive alerts when storage space is running low So that I can allocate resources to prevent disruptions in file uploads  |
| BV: 300  | CP: 03 |
| Acceptance Criteria:Alerts are triggered when storage reaches a defined threshold Notifications are sent via email and displayed on the dashboard  |

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| User Story No: 24 | Tasks: Approval  | Priority: High  |
| Value Statement:As a Producer I want to approve critical files before they are transferred to clients So that I can ensure they meet client expectations  |
| BV: 500 | CP: 04 |
| Acceptance Criteria:Producers receive notification when files are ready for approval Approved files proceed for transfer; rejected files return to the technician for revision  |

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| User Story No: 25 | Tasks: Dashboard  | Priority: Low |
| Value Statement:As a User I want a personalized dashboard based on my role So that I can access relevant tasks and information easily  |
| BV: 300 | CP: 03 |
| Acceptance Criteria:Dashboard display task, notifications, and metrics based on user roleUsers can customize their dashboard layout  |

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| User Story No: 26 | Tasks: Duplicate file  | Priority: Medium  |
| Value Statement:As a data technician I want the application to detect duplicate files in a project So that I can prevent redundant transfers and storage usage  |
| BV: 300  | CP: 03  |
| Acceptance Criteria:Duplicate files are flagged based on filename, metadata and checksumUsers can merge or delete duplicates as needed  |

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| User Story No: 27 | Tasks: Sync  | Priority: High |
| Value Statement:As a data technician I want the app to check audio/video synchronization for media files So that I can ensure playback quality before delivering to clients  |
| BV: 500 | CP: 05 |
| Acceptance Criteria:Media files are analyzed for audio/video desynchronization Errors are flagged with timestamps for technical review  |

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| User Story No: 28 | Tasks: special instructions  | Priority: Medium  |
| Value Statement:As a client I want to include special instructions with my file requests So that the production team can tailor the output to my specific needs |
| BV: 300  | CP: 03 |
| Acceptance Criteria:Clients can add custom instructions when submitting requests Instructions are visible to technicians and producers handling the project |

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| User Story No: 29 | Tasks: Remove client  | Priority: Medium |
| Value Statement:As an admin I want to remove clients linked to completed projects from the active system So that I can maintain an organized and up-to-date client database  |
| BV: 300  | CP: 02 |
| Acceptance Criteria:Admins can view a list of completed projects linked to clientsClients with no active projects or pending tasks can be marked for removal Removed clients are achieved for future reference, and their data is not germanely deleted The system prevents the removal of clients associated with ongoing projects or unresolved issues  |

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| User Story No: 30 | Tasks: Pausing task | Priority: High |
| Value Statement:As a User I want an option to pause an ongoing task So that I can temporarily stop work without losing progress or affecting other operations  |
| BV: 300 | CP: 04 |
| Acceptance Criteria:User can pause tasks and resume tasks from the exact point where they left off Tasks with dependencies can not be paused without warnings  |

Document 4: Agile PO Experience

Product owner is responsible for ensuring that product aligns with market needs and business objectives by leveraging domain expertise and industry knowledge. The PO acts as a bridge between stakeholders and the development team and the market.

**Key Responsibilities:**

1. Market Analysis:

Conduct thorough analysis to identify market demand and client needs

Evaluate existing similar products and identify gaps or opportunities for differentiation

1. Enterprise Analysis:

Perform due diligence to assess market opportunities and validate feasibility

Analyze how the proposed product aligns with organizational goals and market trends

1. Product vision and roadmap:

Develop a clear product vision based on market and stakeholder inputs

Create a roadmap outlining high-level features and delivery timelines

1. Managing product features:

Collaborate with stakeholders to define and prioritize product features

Prioritize epics, stories, and features based on their criticality, ROI and business value

1. Managing product backlog:

Regularly prioritize user stories to ensure alignment with stakeholder goals and market needs

Reprioritize backlog items based on changing priorities or stakeholder feedback

Plan and refine epics to ensure clarity and feasibility for the development team

1. Managing overall iteration progress

Monitor sprint progress and make adjustments to priorities as needed

Collaborate with the business analyst during sprint retrospective to identify areas of improvement

Reprioritize sprints and epics in response to feedback or unforeseen challenges

**Meetings managed by the product owner:**
In my role as a product analyst, I have facilitated and participated in the following key meeting:

1. Sprint planning meeting: collaborated with the team to set sprint goals, prioritize backlog items, and agree on deliverables
2. Daily scrum meeting: facilitated team updates to track progress, address blockers and ensure alignment
3. Sprint review meeting: presented completed work to stakeholders, gathered feedback, and assessed outcomes
4. Sprint retrospective meeting: collaborated with the team to reflect on the sprint, identify successes and challenges and implement improvements
5. Backlog refinement meeting: reviewed and clarified backlog items, ensuring readiness for future sprints

**User stories creation and management:**

I have extensive experience in creating and managing user stories using the following structure

Story No: A unique identifier for tracking

Tasks: detailed breakdown of associated tasks

Priority: classification e.g., high, medium, low based on importance and urgency

Acceptance criteria: clear and testable conditions for validating story completion

BV business value: the value the story adds too the product

CP complexity points: the effort required to implement the story

**The role of product owner in scrum**:

As a product owner in a scrum framework, I have actively:

Acted as a liaison between stakeholders and the development team to translate business requirements into actionable tasks

Communicated effectively with stakeholders to align product development with strategic goals

Collaborated closely with the scrum team to ensure product features align with the vision and stakeholder expectations

Kept all stakeholders informed about project progress, addressed concerns proactively and facilitated decision making

Document 5: Product and Sprint Backlot and product and sprint burndown charts

Product Backlot

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| --- | --- | --- | --- | --- | --- | --- |
| User Story ID | User Story  | Tasks  | Priority  | BV | CP | Sprint  |
| 01 | As an Admin,I want to create user accounts with specific roles, So that I can control access to different features based on responsibilities | Registration  | High | 500 | 03 | Sprint 1 |
| 02 | As a user, I want to login securely using multi-factor authentication, So that my account and data remain protected | Authentication  | High | 500 | 03 | Sprint 1 |
| 03 | As an Admin,I want to assign role-specific access to users,So that they can only interact with relevant files and projects | Access  | Medium | 300 | 03 | Sprint 1 |
| 04 | As a data technician I want to select files from server/drop-box So that I can validate file directly | Integrate Dropbox  | Medium | 300 | 03 | Sprint 2 |
| 05 |  As a data technician I want the app to verify metadata for accuracy and completeness So that files meet client standards | Validate Metadata  | High | 500 | 03 | Sprint 2 |
| 06 | As a Data technician I want to check file integrity using checksum validation,So that I can ensure files are uncorrupted before transfer | Integrity Check  | High | 400 | 03 | Sprint 2 |
| 07 | As a Producer,I want to receive notification about task progress, So that I am informed without constantly checking app | Notifications  | Medium | 300 | 03 | Sprint 3 |
| 08 | As a Data Technician,I want to generate automated reports for quality check So that I can verify files quickly and efficiently before transferring them | QC Report  | High | 400 | 04 | Sprint 3 |
| 09 | As a data technician, I want to restore achieved files before transferring them,So that I can access and verify them as part of the quality check process | Restore Archive Files  | High | 400 | 02 | Sprint 3 |
| 10 | As a manager, I want to create client-specific quality and transfer reports So that I can provide insights into project completion and data accuracy | Client specific Reports  | High | 400 | 03 | Sprint 4 |
| 11 | As a data technician I want to view a history of all transferred filesSo that I can track previous actions and resolve discrepancies if needed | Transfer history | Medium | 300 | 03 | Sprint 4 |
| 12 | As a data technician I want to verify multiple files simultaneously So that I can reduce time spent on quality checks for large projects | Verify multiple files  | High | 400 | 04 | Sprint 5 |
| 13 | As a data technician I want the app to check folder structure automatically So that I can ensure files are organized as per client requirements | Structure validation  | Medium | 300 | 03 | Sprint 5 |
| 14 | As a data technicianI want to receive notifications for files that fail quality checks So that I can address issues promptly | Failed quality check alerts  | Medium | 300 | 03 | Sprint 5 |
| 15 | As a Producer, I want to track the real-time progress of my requests, So that I am informed about task completion without delays | Real-time progress | Medium | 400 | 04 | Sprint 6 |
| 16 | As a data technician I want to review a checklist summary before transferring filesSo that I can ensure all quality checks are complete  | Checklist summary  | Low | 300 | 03 | Sprint 6 |
| 17 | As a manager I want to monitor error across all projects, So that I can identify recurring issues and improve processes | Error reports  | Medium | 400 | 04 | Sprint 6 |
| 18 | As a manager I want to track team performance metrics So that I can evaluate productivity and accuracy  | Team performance  | Low | 300 | 02 | Sprint 7 |
| 19 | As a client I want a portal to review and approve delivered files So that I can confirm data quality before downloading | Client review portal  | Medium | 500 | 03 | Sprint 7 |
| 20 | As a manager I want to generate SLA compliance reports for file transfer So that I can ensure service standards are met for all clients | Compliance reports  | Medium | 300 | 03 | Sprint 7 |
| 21 | As a data technician I want to enforce custom file naming conventions for each client So that I can ensure naming compliance during uploads and transfers | Custom file naming  | Medium | 300 | 03 | Sprint 8 |
| 22 | As a data technician I want to preview video and audio files within the app So that I can verify content without downloading it | Preview media files  | Medium | 300 | 05 | Sprint 8 |
| 23 | As an Admin I want to receive alerts when storage space is running low So that I can allocate resources to prevent disruptions in file uploads | Storage alerts  | Medium | 300 | 03 | Sprint 8 |
| 24 | As a Producer I want to approve critical files before they are transferred to clients So that I can ensure they meet client expectations | Approval workflows  | High | 500 | 04 | Sprint 9 |
| 25 | As a User I want a personalized dashboard based on my role So that I can access relevant tasks and information easily | Role based dashboard | Low | 300 | 03 | Sprint 9 |
| 26 | As a data technician I want the application to detect duplicate files in a project So that I can prevent redundant transfers and storage usage | Detect duplicate files | Medium | 300 | 03 | Sprint 10 |
| 27 | As a data technician I want the app to check audio/video synchronization for media files So that I can ensure playback quality before delivering to clients | Audio/ video sync check | High | 500 | 05 | Sprint 10 |
| 28 | As a client I want to include special instructions with my file requests So that the production team can tailor the output to my specific needs | Special instructions | Medium | 300 | 03 | Sprint 10 |
| 29 | As an admin I want to remove clients linked to completed projects from the active system So that I can maintain an organized and up-to-date client database | Remove client records  | Medium | 300 | 02 | Sprint 10 |
| 30 | As a User I want an option to pause an ongoing task So that I can temporarily stop work without losing progress or affecting other operations | Pause task  | High | 300 | 04 | Sprint 11 |

Sprint Backlog:

Sprint 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| User story ID | User Story | Tasks | Owner  | Status  | Estimated efforts  |
| 01 | As an Admin,I want to create user accounts with specific roles, So that I can control access to different features based on responsibilities | Registration  | Dev Team 1 | Completed  | 5 Story Points  |
| 02 | As a user, I want to login securely using multi-factor authentication, So that my account and data remain protected | Authentication  | Dev Team 1 | Completed | 5 Story Points  |
| 03 | As an Admin,I want to assign role-specific access to users,So that they can only interact with relevant files and projects | Access  | Dev Team 2 | Completed  | 3 Story points  |

Sprint 2

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| --- | --- | --- | --- | --- | --- |
| User story ID | User Story | Tasks | Owner  | Status  | Estimated efforts  |
| 04 | As a Data Technician,I want to generate automated reports for quality check So that I can verify files quickly and efficiently before transferring them | Integrate Dropbox  | Dev Team 1 | Completed  | 4 Story points  |
| 05 | As a data technician I want to select files from server/drop-box So that I can validate file directly  | Validate Metadata  | Dev Team 2  | Completed  | 5 Story points  |
| 06 | As a data technician I want the app to verify metadata for accuracy and completeness So that files meet client standards | Integrity Check  | Dev Team 3 | Completed  | 4 Story points  |

Sprint 3

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| --- | --- | --- | --- | --- | --- |
| User story ID | User Story | Tasks | Owner  | Status  | Estimated efforts  |
| 07 | As a Producer,I want to receive notification about task progress, So that I am informed without constantly checking app | Notifications  | Dev Team 1 | Completed  | 3 Story points  |
| 08 | As a Data Technician,I want to generate automated reports for quality check So that I can verify files quickly and efficiently before transferring them | QC Report  | Dev Team 2 | Completed  | 4 Story points  |
| 09 | As a data technician, I want to restore achieved files before transferring them,So that I can access and verify them as part of the quality check process | Restore Archive Files  | Dev Team 3 | Completed  | 2 Story points  |

Sprint 4

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| --- | --- | --- | --- | --- | --- |
| User story ID | User Story | Tasks | Owner  | Status  | Estimated efforts  |
| 10 | As a manager, I want to create client-specific quality and transfer reports So that I can provide insights into project completion and data accuracy | Client specific Reports  | Dev Team 1  | Completed  | 3 Story points  |
| 11 | As a data technician I want to view a history of all transferred filesSo that I can track previous actions and resolve discrepancies if needed | Transfer history | Dev Team 2 | Completed  | 3 Story points  |

Sprint 5

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| --- | --- | --- | --- | --- | --- |
| User story ID | User Story | Tasks | Owner  | Status  | Estimated efforts  |
| 12 | As a data technician I want to verify multiple files simultaneously So that I can reduce time spent on quality checks for large projects | Verify multiple files  | Dev Team 1 | Completed  | 4 Story points  |
| 13 | As a data technician I want the app to check folder structure automatically So that I can ensure files are organized as per client requirements | Structure validation  | Dev Team 2 | Completed  | 3 Story points  |
| 14 | As a data technicianI want to receive notifications for files that fail quality checks So that I can address issues promptly | Failed quality check alerts  | Dev Team 3 | Completed  | 3 Story points  |

Sprint 6

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| --- | --- | --- | --- | --- | --- |
| User story ID | User Story | Tasks | Owner  | Status  | Estimated efforts  |
| 15 | As a Producer, I want to track the real-time progress of my requests, So that I am informed about task completion without delays | Real-time progress | Dev Team 1 | Completed  | 4 Story points  |
| 16 | As a data technician I want to review a checklist summary before transferring filesSo that I can ensure all quality checks are complete  | Checklist summary  | Dev Team 2 | Completed  | 3 Story points  |
| 17 | As a manager I want to monitor error across all projects, So that I can identify recurring issues and improve processes | Error reports  | Dev Team 3 | Completed  | 4 Story points  |

Sprint 7

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| User story ID | User Story | Tasks | Owner  | Status  | Estimated efforts  |
| 18 | As a manager I want to track team performance metrics So that I can evaluate productivity and accuracy  | Team performance  | Dev Team 1  | Completed  | 2 Story points  |
| 19 | As a client I want a portal to review and approve delivered files So that I can confirm data quality before downloading | Client review portal  | Dev Team 2 | Completed  | 3 Story points  |
| 20 | As a manager I want to generate SLA compliance reports for file transfer So that I can ensure service standards are met for all clients | Compliance reports  | Dev Team 3 | Completed  | 3 Story points  |

Sprint 8

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| User story ID | User Story | Tasks | Owner  | Status  | Estimated efforts  |
| 21 | As a data technician I want to enforce custom file naming conventions for each client So that I can ensure naming compliance during uploads and transfers | Custom file naming  | Dev Team 1 | Completed  | 3 Story points  |
| 22 | As a data technician I want to preview video and audio files within the app So that I can verify content without downloading it | Preview media files  | Dev Team 2 | Completed  | 5 Story points  |
| 23 | As an Admin I want to receive alerts when storage space is running low So that I can allocate resources to prevent disruptions in file uploads | Storage alerts  | Dev Team 3 | Completed  | 3 Story points  |

Sprint 9

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| User story ID | User Story | Tasks | Owner  | Status  | Estimated efforts  |
| 24 | As a Producer I want to approve critical files before they are transferred to clients So that I can ensure they meet client expectations | Approval workflows  | Dev Team 1 | In progress | 4 Story points  |
| 25 | As a User I want a personalized dashboard based on my role So that I can access relevant tasks and information easily | Role based dashboard | Dev Team 2 | In progress | 3 Story points  |

Sprint 10

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| User story ID | User Story | Tasks | Owner  | Status  | Estimated efforts  |
| 26 | As a data technician I want the application to detect duplicate files in a project So that I can prevent redundant transfers and storage usage | Detect duplicate files | Dev Team 1  | Not Started | 3 Story points  |
| 27 | As a data technician I want the app to check audio/video synchronization for media files So that I can ensure playback quality before delivering to clients | Audio/ video sync check | Dev Team 2 | Not Started | 5 Story points  |
| 28 | As a client I want to include special instructions with my file requests So that the production team can tailor the output to my specific needs | Special instructions | Dev Team 3 | Not Started | 3 Story points  |
| 29 | As an admin I want to remove clients linked to completed projects from the active system So that I can maintain an organized and up-to-date client database | Remove client records  | Dev Team 3 | Not Started | 2 Story points |

Sprint 11

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| User story ID | User Story | Tasks | Owner  | Status  | Estimated efforts  |
| 30 | As a User I want an option to pause an ongoing task So that I can temporarily stop work without losing progress or affecting other operations | Pause task  | Dev Team 1 | Not Started | 4 Story points  |



Document 6: Sprint meetings

Meeting Type 1: Sprint Planning meeting

|  |  |
| --- | --- |
| Date  | 18 Dec 2023 |
| Time | 9.00 AM-11.00 AM |
| Location | EON Pune  |
| Prepared by | Snehal |
| Attendees | Vinay, Snehal, Prakash, Aishwarya, Sheetal, Nikhil, Swapnil  |

Agenda topics

|  |  |  |
| --- | --- | --- |
| Topic  | Presenter | Time Allotted  |
| 1. Review of product backlog
 | Product Owner | 15 minutes  |
| 1. Prioritization of user stories
 | Product Owner | 20 minutes |
| 1. Sprint goal definition
 | Scrum Master | 10 minutes |
| 1. Estimation of efforts for user stories
 | Development Team Members | 30 minutes |
| 1. Task Allocation
 | Scrum Master | 15 minutes |
| 1. Dependencies & Risk Discussion
 | Development Team Members  | 20 minutes |
| 1. Q&A and Final Adjustments
 | Scrum Master/ Product Owner  | 10 minutes |

Other Information

|  |  |
| --- | --- |
| Observers | Senior Management  |
| Resources | Product backlog documentSprint backlog templateTools for collaborationReference Document: Case study details, system architecture diagrams, and user stories  |
| Special Notes | Ensure all team members review the product backlog prior to the meeting Highlight dependencies or blockers early for proper planning Time-box discussions to keep the meeting on track  |

Meeting type 2: Sprint Review Meeting

|  |  |
| --- | --- |
| Date  | 31 Dec 2023 |
| Time | 9.00 AM-11.00 AM |
| Location | Zoom |
| Prepared by | Snehal |
| Attendees | Vinay, Snehal, Prakash, Aishwarya, Sheetal, Nikhil, Swapnil  |

|  |  |  |  |
| --- | --- | --- | --- |
| Sprint status  | Things to demo | Quick updates | What’s next |
| Completed User stories 01(Registration), 02(Authentication) and 03(Access)Pending User stories: None for this sprint  | Functionality 01(Registration), 02(Authentication) and 03(Access)  | Improved collaboration during daily stand-ups. Minor delays due to clarification needed on metadata validation  | Focus on User story 04, 05 and 06 Align team capacity for sprint 2 goals  |

Meeting 3: Sprint Retrospective meeting

|  |  |
| --- | --- |
| Date  | 1 January 2024 |
| Time | 9.00 AM-11.00 AM |
| Location | Wing 1 meeting room level 7 Eon |
| Prepared by | Snehal |
| Attendees | Vinay, Snehal, Prakash, Aishwarya, Sheetal, Nikhil, Swapnil  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agenda | What went well | What didn’t go well | Questions  | Reference |
| 1. Review sprint goals and outcomes
2. Discuss successes and challenges
3. Identify actionable improvement
4. Assign ownership for action items
 | * Successfully completed user stories 01, 02 and 03
* Effective collaboration during task prioritization
* Quick resolution minor bugs identified in authentication feature
 | * Delays in clarifying metadata validation requirements
* Occasional miscommunication during handoffs between Dev and QA teams
 | How can we improve clarity in initial task requirements?Are there any better tools for tracking inter-departmental dependencies?  | Sprint 1 goal document Product backlogTeam Retrospective Notes  |

Meeting 4: Daily Stand-up meeting

|  |  |
| --- | --- |
| Question | What did you do yesterday?  |
| Name/ Role | Developer 1 | Developer 2 | Developer 3 |
| Monday | Completed user registration functionality  | Tested metadata validation module  | Designed dashboard UI |
| Tuesday | Resolved authentication bugs | Documented integrity check issues  | Implemented QC report generation feature |
| Wednesday | Implemented user role-based access controls | Updated drop-box API integration  | Optimized database query performance  |
| Thursday | Fixed alignment issues in the dashboard UI | Addressed QA feedback on notifications | Refined folder structure validation logic  |
| Friday | Reviewed and tested metadata validation code | Improved error reporting for QC module  | Tested media file preview functionality  |
| Saturday | Prepared QC test cases  | Enhanced storage alert notifications  | Enhanced progress tracking visuals  |
| Sunday | Conducted final testing for role-based access  | Refined client review portal workflow | Debugged audio/ video sync issues  |
| Question | What will you do today?  |
| Name /Role | Developer 1 | Developer 2 | Developer 3 |
| Monday | Start integrating email notifications  | Continue testing drop-box API changes  | Finalize dashboard UI design  |
| Tuesday | Finalize UI enhancement rule for role access  | Implement feedback from QA on error reporting  | Start implementing folder validation rules  |
| Wednesday | Conduct unit testing for the metadata validating module  | Optimize backend performance for QC reports  | Conduct integration testing for preview  |
| Thursday | Debug file integrity validation process  | Review client review portal workflow  | Debug media playback issues  |
| Friday | Review test cases for storage alert notification  | Test notifications for failed quality checks  | Prepare database schema changes for new features |
| Saturday | Begin integration testing for QC module  | Update documentation for new features | Review code quality for completed tasks  |
| Sunday | Prepare demo for stakeholders  | Analyze feedback from demo | Fix UI inconsistencies reported during testing  |
| Question  | What (if any) is blocking your process  |
| Name/Role  | Developer 1 | Developer 2 | Developer 3 |
| Monday | Awaiting confirmation on email template requirement  | Dependencies on drop-box API updates  | Database access delayed  |
| Tuesday | No blockers  | No blockers  | No blockers  |
| Wednesday | Pending API responses for testing | Feedback from QA is delayed  | Pending team review of design space  |
| Thursday | Insufficient test data for validation module  | Pending environment setup for error reporting tests  | Insufficient test cases for media playback |
| Friday | No blockers  | No blockers  | Delayed integration test results  |
| Saturday | Dependent on QC team’s feedback  | Need updated documentation on storage alerts | Awaiting feedback on dashboard layout  |
| Sunday | Limited stakeholder availability for demo review  | Clarification required on client portal changes  | No blockers |