**AGILE DOCUMENTS**

Agile Project – 100 Marks -

**Document 1: Definition of Done**

As Per Agile Extension to the BABOK® Guide v2, Definition of Done is a technique where the team agrees on, and prominently displays, a list of criteria which must be met before a backlog item is considered done.

That is the team has to create a well-defined, unambiguous, measurable, agreed-upon, and shared Definition of Done between all team members.

The best form of Definition of Done representation is a checklist of activities that has to demonstrate the agreed value and quality of a user story. So, this checklist should include:

 acceptance criteria (to satisfy customer requirements for a product)

 quality criteria (to satisfy quality requirements for a product)

Definition of Done may be defined for different levels of project work. For example, in Agile / Scrum framework these levels of work could be user story, sprint, and release.

The Definition of Done outlines the criteria that must be met for a product increment or backlog item to be considered complete and potentially shippable.The DOD ensures that the team maintains a consistent level of quality andcompleteness in their work. The specific criteria in the DOD can vary based on the team's standards, the nature of the project, and the industry, but commonly include elements such as:

**Checklist for DOD:**

1. Code complete: All development work is finished, including coding,testing, and integration.
2. Peer-reviewed: Code has been reviewed by other team members for quality and adherence to coding standards.
3. Automated tests passed: Automated tests (unit tests, integration tests,etc.) have been successfully executed and passed.
4. Functional requirements met: The item meets all specified acceptance criteria and functional requirements.
5. Documentation updated: Any necessary documentation, user guides, or technical documentation has been updated.
6. Unit test written and passing: unit tests to be effective and manageable, each test should have only one test case. That is, the test should have only one assertion. It sometimes appears that to properly test a feature, you need several assertions.
7. Project deployed on the test environment identical to production platform: A test environment allows software developers to check how a code/program will behave in a live environment.

8.QA performed & issues resolved: Serving as an overarching quality gate, the DoD ensures the meticulous application of appropriate development and testing processes by the team.

9. Feature is tested against acceptance criteria: A set of test scenarios that define the specific functionality a user story must meet to be complete. Acceptance criteria are low-level conditions that apply to specific user stories or features.

10. Refactoring completed: The goal of refactoring is to improve internal code by making many small changes without altering the code's external behavior.

**Definition of Done (DOD):**

The Definition of Done outlines the criteria that must be met for a product increment or backlog item to be considered complete and potentially shippable.The DOD ensures that the team maintains a consistent level of quality and completeness in their work. The specific criteria in the DOD can vary based on the team's standards, the nature of the project, and the industry, but commonly include elements such as:

1. Code complete: All development work is finished, including coding,testing, and integration.
2. Peer-reviewed: Code has been reviewed by other team members for quality and adherence to coding standards.
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5. Documentation updated: Any necessary documentation, user guides, or technical documentation has been updated.

**Document 2- Product Vision**

|  |  |  |  |
| --- | --- | --- | --- |
| **Scrum Project** **Name:** | **E-commerce Application** |  |  |
| **Venue: Pune** |  |  |  |
| **Date: 27/10/24** | **Start time: 10.00 AM** | **End time: 5.00 PM** | **Duration: 6 H** |
| **Client: MS RAO** |  |  |  |
| **Stakeholder list:** | **Vishal** | **Vivek** | **Rathi** |
|  | **Sachin** | **Pankaj** | **Abhi** |
|  |  |  |  |

 **Scrum Team**

|  |  |  |  |
| --- | --- | --- | --- |
| **Scrum Master:** | **Yogesh** |  |  |
| **Product owner:** | **Yastha** |  |  |
| **Scrum Developer 1:** | **Baghi** |  |  |
| **Scrum Developer 2:** | **Rohan** |  |  |
| **Scrum Developer 3:** | **Nilesh** |  |  |
| **Scrum Developer 4:** | **Mangesh** |  |  |
| **Scrum Developer 5:** | **Bachan** |  |  |

**VISION**: Customers of any age group who want to have top-rated restaurant’s delicious food in one-go at their doorstep with lighting fast delivery, 24/7 availability and reliable services are SCRUMFOODS. Unlike any other food delivery app in market, our utmost priority is customer need and customer satisfaction which makes us stand out of any other food delivery app in this in this industry

|  |  |  |  |
| --- | --- | --- | --- |
| Online Applicationindustry is our target segment.Users/Customers:People who want food deliveries within stipulated time at their required place | Scrum foods provide guaranteed safe food delivery in one-go of top rated licensed restaurants.Customers can receive with safe packaged food within expectedtime to clear theirhunger. | Scrum foods will be on mobile, tablets and desktop application.Real time tracking and providing 24/7 services and customer supportProduct feasibility can be complex and requireattention in everyaspect | Open up revenuestream Be leading online fooddelivery app incountry Create reputed brandimage for otherbusiness opportunity |

**Product Vision – Description – Notes**

Customer: Registration, Login, Search and View restaurants, View restaurant's menu, Order food,Payment, Tracking, Cancel order, Feedback & Rating and Logout.

Delivery Boy: Registration, Login, View orders, Select and accept orders, Order pickup and delivery,Status updates, Payment (COD), View Feedback, Raise Issues, View Deliveries report and revenue generated, Logout.

Restaurants: Registration, Login, View Orders, Delivery Boy Verification, Payment, View Feedback, Raise Issues, View revenue generated through Scrum Food app, Logout.

Regional Admin: Admin Login, Tracking/status, Customer feedback, Managing Regional delivery boys and restaurant, View regional revenue, Issues, Refunds, View payment made to regional restaurant and Logout.

Admin: Login, Managing Regional Admin, Issues, Customer Feedback, Approval/Rejections privileges on restaurants, Delivery boy, Restaurants and Regional Admin requests, Resolve Issues and Logout.

Business Owner: Login, Issues, Reports, Update payments for restaurants and delivery boys and Logout.

**Document 3: User stories**

|  |  |  |
| --- | --- | --- |
| User story no.1 | Tasks 2 | Priority - highest |
| AS A DELIVER BOYI WANT TO REGISTER IN SCRUM FOOD SO I CAN DELIVER THE ORDER |
| BV- 500 | CP - 02 |
| ACCEPTANCE CRITERIARegistration screenText boxes for user name ,password,nation IDMobile no.,address,phone numberClick on register buttonSend successful notification to the user |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.2 | Tasks 2 | Priority - highest |
| AS A RESTAURANT OWNERI WANT TO VIEW ORDERSSO THAT I CAN VIEW THE LIST OF ORDERS |
| BV- 500 | CP - 02 |
| ACCEPTANCE CRITERIAView order ,display list of orders in the tabular form |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.3 | Tasks 2 | Priority - highest |
| AS A CUSTOMER I WANT TO ADD THE ADDRESSSO THAT I CAN GET THE ORDER TO MY ADDESS |
| BV- 200 | CP - 02 |
| ACCEPTANCE CRITERIAText box to enterWithin the radius of 5 km |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.4 | Tasks 2 | Priority - highest |
| AS A CUSTOMER I WANT TO SELECT THE PAYMENT MODESO THAT I CAN GET THE ORDER TO MY ADDRESS |
| BV- 500 | CP - 3 |
| ACCEPTANCE CRITERIADisplay payment modes ,radio button to select modes and payment button |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.5 | Tasks 1 | Priority - highest |
| AS A ADMINI WANT TO VIEW THE RESTAURANTSO THAT I CAN APPROVE THEIR REGISTRATION |
| BV- 200 | CP - 02 |
| ACCEPTANCE CRITERIARegister in the platform with the details |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.6 | Tasks 1 | Priority - low |
| AS A CUSTOMER I WANT TO VIEW THE PRICESO THAT I CAN ORDER THE FOOD |
| BV- 50 | CP - 1 |
| ACCEPTANCE CRITERIADisplay price in the list of menu item  |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.7 | Tasks 2 | Priority - low |
| AS A CUSTOMER I WANT TO VIEW THE CONTACT NO.OF DELIVERY BOYSO THAT I CAN CONTACT DELIVERY BOY FOR THE STATUS |
| BV- 200 | CP - 02 |
| ACCEPTANCE CRITERIADisplay delivery boy mobile numberDisplay delivery boy name in tracking fieldDisplay delivery boy picture |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.8 | Tasks 2 | Priority - medium |
| AS A RESTAURANT OWNERI WANT TO PROVIDE TIME SLOTSSO THAT CUSTOMER CAN CHECK OPENING AND CLOSING HOURS |
| BV- 100 | CP - 02 |
| ACCEPTANCE CRITERIAClick on restaurant dashboardAdd from time to timeClick on submitDisplay updated successfully |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.9 | Tasks 2 | Priority - highest |
| AS A BUSNIESS OWNERI WANT TO VIEW RESTAURANT REVENUE REPORTSSO THAT I CAN VIEW THE RESTAURANT REVENUE |
| BV- 200 | CP - 3 |
| ACCEPTANCE CRITERIASelect reportsSelect revenue reportsSelect to and from dateSelect regionGenerate reportsDownload report in excel |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.10 | Tasks 3 | Priority - highest |
| AS A REG ADMINI WANT TO MANAGE REGIONAL RESTAURANTSSO THAT I CAN TRACK THE PERFORMANCE OF REGIONAL RESTAURANT |
| BV- 200 | CP - 3 |
| ACCEPTANCE CRITERIAClick on the performance of the restaurants Select from date to dateClick on generate reports which includes restaurant ID nameClick on download reports should be in excel |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.11 | Tasks 2 | Priority - medium |
| AS A ADMINI WANT TO SEE REGIONAL REVENUE REPORTSSO THAT I CAN VIEW REGIONAL |
| BV- 100 | CP - 3 |
| ACCEPTANCE CRITERIASelect regional drop downView performance of each rest that region in tabular from which includes rest name revenue generated |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.12 | Tasks 2 | Priority - highest |
| AS A CUSTOMER I WANT TO CHAT WITH REGIONAL ADMINSO THAT I CAN REQUEST FOR REFUND |
| BV- 200 | CP - 02 |
| ACCEPTANCE CRITERIAText box fieldsDisplay order IDText box for descriptionSubmit buttonGenerate issue IDDisplay successful |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.13 | Tasks 2 | Priority - highest |
| AS A HUNGRY USERI WANT TO BROWSE NEARBY RESTAURANTSO THAT I CAN ORDER FOOD |
| BV- 200 | CP - 02 |
| ACCEPTANCE CRITERIAEach restaurant entry display its name,cuisine type,and ratingThis list can be sorted by distance or rating |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.14 | Tasks 2 | Priority - highest |
| AS A CUSTOMERI WANT TO BROWSE DIFFERENT RESTAURANT AND MENU SO THAT I CAN FIND A PLACE TO ORDER FOOD |
| BV- 200 | CP - 02 |
| ACCEPTANCE CRITERIAThe menu include dishes ,price and descriptionShow the restaurant is open or closed |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.15 | Tasks 2 | Priority - highest |
| AS A CUSTOMER I WANT TO BROWSE FOR SPECIFIC DISHES AND CUINESSO THAT I CAN FIND A PLACE TO ORDER FOOD |
| BV- 200 | CP - 02 |
| ACCEPTANCE CRITERIARegistration screenApp displays relevant restaurant and dishes matching the query |  |  |

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| --- | --- | --- |
| User story no.16 | Tasks 2 | Priority - highest |
| AS A CUSTOMER I WANT TO FILTER RESTAURANTSSO THAT I CAN FIND A PLACE TO ORDER FOOD |
| BV- 200 | CP - 02 |
| ACCEPTANCE CRITERIAFilter restaurant by cuisine type and dietary options (veg,non-veg) |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.17 | Tasks 2 | Priority - highest |
| AS A CUSTOMER I WANT TO TRACK TRACK MY ORDER SO THAT I CAN KNOW THE TIME OF DELIVERY |
| BV- 200 | CP - 02 |
| ACCEPTANCE CRITERIAApp shows real time update on the order statusDisplay estimated delivery time |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.18 | Tasks 2 | Priority - highest |
| AS A USERI WANT TO RATE AND REVIEW RESTAURANTS SO THAT I CAN RATE AND REVIEW THE RESTAURANT I HAVE VISITED |
| BV- 200 | CP - 02 |
| ACCEPTANCE CRITERIACan see review from other users to help me make dining decision |  |  |

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| --- | --- | --- |
| User story no.19 | Tasks 2 | Priority - highest |
| AS A USERI WANT TO VIEW PAST ORDER HISTORYSO THAT I CAN ORDER FROM MY FAVORITES |
| BV- 200 | CP - 02 |
| ACCEPTANCE CRITERIACan see the details such as order item total cost and order date |  |  |

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| --- | --- | --- |
| User story no.20 | Tasks 3 | Priority - highest |
| AS A USER I WANT TO RECEIVE NOTIFICATIONSO THAT I CAN RECEIVE UPDATES |
| BV- 200 | CP - 02 |
| ACCEPTANCE CRITERIANotification for order confirmationNotification for dispatchNotification for delivery |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.21 | Tasks 1 | Priority - MEDIUM |
| AS A CUSTOMER I WANT TO CONTACT CUSTOMER SUPPORTSO THAT I CAN SUBMIT QUERIES OR ISSUES |
| BV- 200 | CP - 02 |
| ACCEPTANCE CRITERIACustomer support section with contact information |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.22 | Tasks 2 | Priority - highest |
| AS A RESTAURANT OWNER I WANT TO RECEIVE AND MANAGE ORDERSO THAT I CAN UPDATE ORDER STATUS |
| BV- 200 | CP - 02 |
| ACCEPTANCE CRITERIAManage order statusNotify restaurant about incoming orders |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.23 | Tasks 2 | Priority - highest |
| AS A CUSTOMER I WANT TO ACCESS TO CUSTOMER REVIEW SO THAT I CAN VIEW AND RESPOND TO CUSTOMER REVIEW |
| BV- 200 | CP - 02 |
| ACCEPTANCE CRITERIAOwners can address feedbackOwners can improve their services |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.24 | Tasks 1 | Priority - medium |
| AS A CUSTOMER I WANT TO APPLY PROMOCODES AND DISCOUNT SO THAT I CAN ORDER AT LOWER PRICE |
| BV- 100 | CP - 04 |
| ACCEPTANCE CRITERIAActive promo codes |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.25 | Tasks 1 | Priority - HIGH |
| AS A USERI WANT TO SAVE FAVOURITES RESTAURANTS AND DISHES SO THAT I CAN ORDER FROM MY FAVOURITES |
| BV- 200 | CP - 02 |
| ACCEPTANCE CRITERIAAccess my list of favourite easily for future order |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.26 | Tasks 1 | Priority - medium |
| AS A DELIVERY BOYI WANT TO VIEW THE ORDERS SO THAT I ACCEPT THE ORDER |
| BV- 200 | CP - 4 |
| ACCEPTANCE CRITERIAOrder visibilityReal time updateOrder detailOrder filtering and sortingOrder map viewOrder navigationOrder completion and confirmation |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.27 | Tasks 5 | Priority - highest |
| AS A DELIVERY BOYI WANT TO LOGINSO THAT I CAN ACCEPT THE ORDER |
| BV- 200 | CP - 4 |
| ACCEPTANCE CRITERIAUser authenticationError handlingPassword securityMulti factor authenticationCompatibility and usability |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.28 | Tasks 5 | Priority - medium |
| AS A DELIVERY BOYI WANT TO VIEW FEEDBACK SO THAT I CAN KNOW THE CUSTOMER FEEDBACK |
| BV- 500 | CP - 02 |
| ACCEPTANCE CRITERIAAccess to feed back systemFeedback visibilityFeedback sorting and filteringResponse mechanism |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.29 | Tasks 5 | Priority - MEDIUM |
| AS A ADMINI WANT TO VIEW FEEDBACKSO THAT I CAN KNOW THE FEEDBACK |
| BV- 200 | CP - 4 |
| ACCEPTANCE CRITERIAAccess to feed back systemFeedback visibilityFeedback sorting and filteringResponse mechanismUser support |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.30 | Tasks 5 | Priority - medium |
| AS A RESTAURANT OWNERI WANT TO VIEW FEEDBACK SO THAT I CAN KNOW THE CUSTOMER FEEDBACK |
| BV- 200 | CP - 4 |
| ACCEPTANCE CRITERIAAccess to feed back systemFeedback visibilityFeedback sorting and filteringResponse mechanismUser support |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.31 | Tasks 3 | Priority - highest |
| AS A ADMINI WANT TO KNOW THE ISSUES SO THAT I CAN RESOLVE THEM |
| BV- 100 | CP - 3 |
| ACCEPTANCE CRITERIADisplay issue sectionSorting and filtering of issue listEditing and modifying the issues |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.32 | Tasks 3 | Priority - highest |
| AS A REGIONAL ADMINI WANT TO KNOW THE ISSUESO THAT I CAN RESOLVE THEM |
| BV- 200 | CP - 4 |
| ACCEPTANCE CRITERIADisplay issue sectionSorting and filtering of issue listEditing and modifying the issues |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.33 | Tasks 6 | Priority - highest |
| AS A RESTAURANT OWNERI WANT TO VIEW REVENUE GENERATED SO THAT I CAN VIEW RESTAURANT REVENUE |
| BV- 200 | CP - 4 |
| ACCEPTANCE CRITERIASelect reportsSelect revenue reportsSelect to and from dateSelect regiongenerate reportsDownload report in excel |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.34 | Tasks 2 | Priority - highest |
| AS A RESTAURANT OWNERI WANT TO KNOW DELIVERY BOY SO THAT I CAN VERIFY THE DELIVERY BOY |
| BV- 200 | CP - 4 |
| ACCEPTANCE CRITERIAID proofPunctuality and reliability |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.35 | Tasks 2 | Priority - low |
| AS A CUSTOMERI WANT TO VIEW THE CONTACT NUMBER OF DELIVERY BOYSO THAT I CAN CONTACT DELIVERY BOY FOR THE STATUS |
| BV- 50 | CP - 1 |
| ACCEPTANCE CRITERIADisplay delivery boy mobile numberDisplay delivery boy name in tracking fieldDisplay delivery boy picture |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.36 | Tasks 2 | Priority - medium |
| AS A RESTAURANT OWNERI WANT TO PROVE TIME SLOTSSO THAT CUSTOMER CAN CHECK OPENING AND CLOSING HOURS |
| BV- 100 | CP - 02 |
| ACCEPTANCE CRITERIAClick on restaurant dashboardAdd from time to timeClick on submitDisplay updated successfully |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.37 | Tasks 3 | Priority - highest |
| AS A USERI WANT TO RECEIVE NOTIFICATION SO THAT I CAN RECEIVE UPDATES |
| BV- 200 | CP - 02 |
| ACCEPTANCE CRITERIANotification for order confirmationNotification for dispatchNotification for delivery |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.38 | Tasks 1 | Priority - medium |
| AS A CUSTOMERI WANT TO CONTACT CUSTOMER SUPPORT SO THAT I CAN SUMBIT QUERIES OR ISSUES |
| BV- 200 | CP - 02 |
| ACCEPTANCE CRITERIACustomer support section with contact information |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.39 | Tasks 4 | Priority - medium |
| AS A CUSTOMERI WANT TO VIEW THE ORDER SO THAT I CAN CANCELLED IT |
| BV- 100 | CP - 3 |
| ACCEPTANCE CRITERIAOrder statusMethod of cancellationRefund policy |  |  |

|  |  |  |
| --- | --- | --- |
| User story no.40 | Tasks 4 | Priority - highest |
| AS A REGIONAL ADMINI WANT TO TRACK THE DELIVERYSO THAT I CAN VIEW THE STATUS OF THE DELIVERY |
| BV- 100 | CP - 3 |
| ACCEPTANCE CRITERIAReal time trackingSecurity and data privacyUser friendly interface |  |  |

**Document 4: Agile PO Experience**

The Product Owner has a vision of the product keeping the domain/industry experience and the market need.

❖ Following are the responsibilities of PO in a project

➢ Market Analysis ▫ Analysis of market need/demand ▫ Availability of similar products in the market

* **Understanding the customer**: A PO is aware of the needs of the people who will use the product, whether they are internal or external to the organization.
* **Identifying problems**: A PO should identify problems that are worth solving.
* **Developing solutions**: A PO should develop solutions that address a range of customer needs.
* **Using metrics**: A PO should regularly analyze metrics to measure the effectiveness of the team's practices, the value delivered to customers, and the overall health of the product.
* **Making data-driven decisions**: Agile product development is a data-driven decision making system.
* **Bridging the gap between stakeholders and the team**: A PO needs to be able to say no to stakeholders if their desires are out-of-reach

➢ Enterprise Analysis ▫ Due diligence on the market opportunity

**Analytical, problem-solving, and communication skills**

The BA must be able to communicate effectively with all members of the team and stakeholders.

**Understanding of business requirements**

The BA must be able to translate business requirements into technical requirements.

**Knowledge of Agile methodology**

The BA must have a deep knowledge of Agile methodology and principles.

**Facilitate sprint planning**

The BA is responsible for facilitating sprint planning and backlog refinement sessions.

➢ Product Vision and Road map ▫ Product vision keeping the need analysis in mind ▫ Product road map with high-level features and timeline

* **Communicates product growth**: A road map clearly communicates product growth to all stakeholders.
* **Prioritizes professionally**: A road map helps the team to prioritize professionally.
* **Helps focus the product backlog**: A road map helps the team to focus the product backlog.
* **Facilitates portfolio management**: A road map makes portfolio management easier.
* **Helps acquire budget**: A road map helps in acquiring budget, as you can easily state the product benefits.

➢ Managing Product Features ▫ Managing stakeholder expectations and prioritizing needs ▫ Prioritization of the epics, stories, and features based on criticality and ROI involved

**Prioritizing features**

The PO is responsible for maintaining the product backlog, defining user stories, and deciding what to build and when. They use their organizational skills and attention to detail to prioritize tasks based on their value and impact.

**Building relationships**

The PO is the primary customer advocate and link to business and technology strategy. They build and manage key relationships with Product Management and the Agile team.

➢ Managing Product Backlog ▫ Prioritization of user stories ▫ Re prioritization based on stakeholders' needs ▫ Epics planning

Product owners should review the backlog before each iteration planning meeting to ensure prioritization is correct and feedback from the last iteration has been incorporated. Regular review of the backlog is often called "backlog grooming" in agile circles (some use the term backlog refinement).

➢ Managing Overall Iteration Progress ▫ Sprint progress review ▫ Re prioritization of sprints and epics if needed ▫ Sprint retrospectives with Business Analyst

**Iteration planning**

The PO presents high-priority stories and initial iteration goals. The team estimates the effort to complete each item and discusses implementation options. The PO and team then select the stories to work on.

**Iteration events**

The Scrum Master or Team Coach facilitates events like planning sessions, daily stand-ups, review meetings, and retrospectives.

**Iteration activities**

The team designs, develops, tests, and reviews product increments. They collaborate daily to synchronize work and discuss challenges

❖ From this project I have learned how to handle sprint meetings such as

 This meeting kicks off each sprint, which is a time-boxed iteration of work, usually spanning 2-4 weeks. During this meeting, the Scrum team, including the Product Owner, Scrum Master, and Development Team,collaborates to determine which backlog items (user stories, features, etc.) will be worked on in the upcoming sprint. The team also breaks down these items into tasks and estimates the effort required.

**Daily Stand-up (Daily Scrum):**

 Held daily during the sprint, this short meeting aims to facilitate quick and focused communication among team members. Each team member answers three key questions: What did I accomplish since the last stand-up? What will I work on until the next stand-up? Are there any obstacles or impediments in my way? This meeting helps keep everyone aligned and informed about the progress and challenges.

**Sprint Review:**

 At the end of each sprint, the team holds a review meeting to showcase the work completed during the sprint to stakeholders, customers, and the Product Owner. The team demonstrates the potentially shippable product increment and gathers feedback. Based on this feedback, the Product Owner can update the backlog.

**Sprint Retrospective:**

 Also held at the end of each sprint, the retrospective is dedicated time for the team to reflect on their processes and practices. The team discusses what went well, what could be improved, and any potential changes they'd like to make in the next sprint to enhance their efficiency and effectiveness.

**Backlog Refinement (Grooming)**

: While not officially part of the Scrum events,backlog refinement is an important ongoing activity. During these sessions, the team and the Product Owner review and refine backlog items, adding details,clarifications, and estimates to make them ready for inclusion in future sprints.

**Product Backlog Refinement**

: This meeting focuses on refining the product backlog items. The team and the Product Owner discuss and clarify requirements, priorities, and any changes needed in the backlog items. This ensures that the backlog is well-prepared for upcoming sprints.

❖ Also, User stories creation and what things will be included in user stories such as

➢ Story no

**Story points**

A metric used to estimate the difficulty of a user story. Story points are based on factors like effort, risk, and complexity

➢ Tasks

Tasks are usually defined by the people doing the work, such as developers or QA. They should be action items that can be completed in eight hours or less.

➢ Priority

This makes it possible to compare different stories and confidently decide which one is the right one for the development team to start with.

➢ Acceptance criteria

They are an essential part of user stories and are used to confirm that a feature or functionality is working as intended.

➢ BV & CP value

**Business value**

Indicates the importance of a user story from the customer's perspective. The most valuable user stories should be implemented early in the development process.

**Acceptance criteria**

The criteria that should be met and tested to ensure that the user requirements have been met. Good acceptance criteria are clear, concise, testable, and result-oriented. They should be defined before the development team starts working on a user story.

❖ In Scrum, a product owner serves as the liaison between multiple areas of an

organization. This person communicates with business stakeholders and collaborates closely with Scrum teams to keep all areas of the business informed on a project's development.

❖ The product owner develops a vision of a product's function and operation, which in turn allows this Scrum team member to define product features and break those features into product backlog items

**Document 5: Product and sprint backlog and product and sprint burn down charts**

**Product backlog:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| User story ID | User story | Tasks | Priority | BV | CP | Sprints |
| 1 | AS A DELIVER BOYI WANT TO REGISTER IN SCRUM FOOD SO I CAN DELIVER THE ORDER | 2 | High | 500 | 02 | Registration screenText boxes for user name ,password,nation IDMobile no.,address,phone numberClick on register buttonSend successful notification to the user |
| 2 | AS A RESTAURANT OWNERI WANT TO VIEW ORDERSSO THAT I CAN VIEW THE LIST OF ORDER | 2 | High | 500 | 02 | View order ,display list of orders in the tabular form |
| 3 | AS A CUSTOMER I WANT TO ADD THE ADDRESSSO THAT I CAN GET THE ORDER TO MY ADDESS | 2 | High | 200 | 02 | Text box to enterWithin the radius of 5 km |
| 4 | AS A CUSTOMER I WANT TO SELECT THE PAYMENT MODESO THAT I CAN GET THE ORDER TO MY ADDRESS | 2 | High | 500 | 03 | Display payment modes ,radio button to select modes and payment button |
| 5 | AS A ADMINI WANT TO VIEW THE RESTAURANTSO THAT I CAN APPROVE THEIR REGISTRATION | 1 | High | 200 | 02 | ACCEPTANCE CRITERIARegister in the platform with the details |
| 6 | AS A CUSTOMER I WANT TO VIEW THE PRICESO THAT I CAN ORDER THE FOOD | 1 | High | 200 | 02 | Display price in the list of menu item  |
| 7 | AS A CUSTOMER I WANT TO VIEW THE CONTACT NO.OF DELIVERY BOYSO THAT I CAN CONTACT DELIVERY BOY FOR THE STATUS | 2 | Low | 500 | 03 | Display delivery boy mobile numberDisplay delivery boy name in tracking fieldDisplay delivery boy picture |
| 8 | AS A RESTAURANT OWNERI WANT TO PROVIDE TIME SLOTSSO THAT CUSTOMER CAN CHECK OPENING AND CLOSING HOURS | 3 | High | 100 | 03 | Click on restaurant dashboardAdd from time to timeClick on submitDisplay updated successfully |
| 9 | AS A BUSNIESS OWNERI WANT TO VIEW RESTAURANT REVENUE REPORTSSO THAT I CAN VIEW THE RESTAURANT REVENUE | 2 | High | 200 | 03 | Select reportsSelect revenue reportsSelect to and from dateSelect regionGenerate reportsDownload report in excel |
| 10 | AS A REG ADMINI WANT TO MANAGE REGIONAL RESTAURANTSSO THAT I CAN TRACK THE PERFORMANCE OF REGIONAL RESTAURANT | 3 | Low | 200 | 03 | Click on the performance of the restaurants Select from date to dateClick on generate reports which includes restaurant ID nameClick on download reports should be in excel |
| 11 | AS A ADMINI WANT TO SEE REGIONAL REVENUE REPORTSSO THAT I CAN VIEW REGIONA | 1 | High | 500 | 03 | Select regional drop downView performance of each rest that region in tabular from which includes rest name revenue generated |
| 12 | AS A CUSTOMER I WANT TO CHAT WITH REGIONAL ADMINSO THAT I CAN REQUEST FOR REFUND | 2 | High | 300 | 03 | Text box fieldsDisplay order IDText box for descriptionSubmit buttonGenerate issue IDDisplay successful |
| 13 | AS A HUNGRY USERI WANT TO BROWSE NEARBY RESTAURANTSO THAT I CAN ORDER FOOD | 3 | Low | 400 | 03 | AS A HUNGRY USERI WANT TO BROWSE NEARBY RESTAURANTSO THAT I CAN ORDER FOOD |
| 14 | AS A CUSTOMERI WANT TO BROWSE DIFFERENT RESTAURANT AND MENU SO THAT I CAN FIND A PLACE TO ORDER FOOD | 1 | High | 200 | 01 | The menu include dishes ,price and descriptionShow the restaurant is open or closed |
| 15 | AS A CUSTOMER I WANT TO BROWSE FOR SPECIFIC DISHES AND CUINESSO THAT I CAN FIND A PLACE TO ORDER FOOD | 2 | High | 500 | 02 | Registration screenApp displays relevant ressurant and dishes matching the query |
| 16 | AS A CUSTOMER I WANT TO FILTER RESTAURANTSSO THAT I CAN FIND A PLACE TO ORDER FOOD | 3 | Low | 300 | 01 | Filter restaurant by cuisine type and dietary options (veg,non-veg) |
| 17 | AS A CUSTOMER I WANT TO TRACK TRACK MY ORDER SO THAT I CAN KNOW THE TIME OF DELIVERY | 1 | Low | 200 | 02 | App shows real time update on the order statusDisplay estimeted delivery time |
| 18 | AS A USERI WANT TO RATE AND REVIEW RESTAURANTS SO THAT I CAN RATE AND REVIEW THE RESTAURANT I HAVE VISITED | 2 | High | 400 | 03 | Can see review from other users to help me make dining decision |
| 19 | AS A USERI WANT TO VIEW PAST ORDER HISTORYSO THAT I CAN ORDER FROM MY FAVORITES | 2 | High | 500 | 03 | Can see the details such as order item total cost and order date |
| 20 | AS A USER I WANT TO RECEIVE NOTIFICATIONSO THAT I CAN RECEIVE UPDATES | 3 | High | 200 | 01 | Notification for order confirmationNotification for dispatchNotification for delivery |
| 21 | AS A CUSTOMER I WANT TO CONTACT CUSTOMER SUPPORTSO THAT I CAN SUBMIT QUERIES OR ISSUES | 2 | High | 500 | 01 | Customer support section with contact information |
| 22 | AS A RESTAURANT OWNER I WANT TO RECEIVE AND MANAGE ORDERSO THAT I CAN UPDATE ORDER STATUS | 2 | Low | 500 | 02 | Manage order statusNotify restaurant about incoming orders |
| 23 | AS A CUSTOMER I WANT TO ACCESS TO CUSTOMER REVIEW SO THAT I CAN VIEW AND RESPOND TO CUSTOMER REVIEW | 1 | Low | 300 | 03 | Owners can address feedbackOwners can improve their services |
| 24 | AS A CUSTOMER I WANT TO APPLY PROMOCODES AND DISCOUNT SO THAT I CAN ORDER AT LOWER PRICE | 1 | Low | 300 | 02 | Active promo codes |
| 25 | AS A USERI WANT TO SAVE FAVOURITES RESTAURANTS AND DISHES SO THAT I CAN ORDER FROM MY FAVOURITES | 1 | Low | 100 | 03 | Access my list of favourites easily for future order |
| 26 | AS A DELIVERY BOYI WANT TO VIEW THE ORDERS SO THAT I ACCEPT THE ORDER | 2 | High | 200 | 01 | Order visibilityReal time updateOrder detailOrder filtering and sortingOrder map viewOrder navigationOrder completion and confirmation |
| 27 | AS A DELIVERY BOYI WANT TO LOGINSO THAT I CAN ACCEPT THE ORDER | 2 | High | 300 | 01 | User authenticationError handlingPassword securityMulti factor authenticationCompatiblity and usability |
| 28 | AS A DELIVERY BOYI WANT TO VIEW FEEDBACK SO THAT I CAN KNOW THE CUSTOMER FEEDBACK | 2 | High | 400 | 02 | Access to feed back systemFeedback visibilityFeedback sorting and filteringResponse mechanism |
| 29 | AS A ADMINI WANT TO VIEW FEEDBACKSO THAT I CAN KNOW THE FEEDBACK | 3 | High | 300 | 04 | Access to feed back systemFeedback visibilityFeedback sorting and filteringResponse mechanismUser support |
| 30 | AS A RESTAURANT OWNERI WANT TO VIEW FEEDBACK SO THAT I CAN KNOW THE CUSTOMER FEEDBACK | 2 | Low | 200 | 02 | Access to feed back systemFeedback visibilityFeedback sorting and filteringResponse mechanismUser support |
| 31 | AS A ADMINI WANT TO KNOW THE ISSUES SO THAT I CAN RESOLVE THEM | 3 | Low | 100 | 03 | Display issue sectionSorting and filtering of issue listEditing and modifying the issues |
| 32 | AS A REGIONAL ADMINI WANT TO KNOW THE ISSUESO THAT I CAN RESOLVE THEM | 1 | High | 200 | 01 | Display issue sectionSorting and filtering of issue listEditing and modifying the issues |
| 33 | AS A RESTAURANT OWNERI WANT TO VIEW REVENUE GENERATED SO THAT I CAN VIEW RESTAURANT REVENUE | 2 | Low | 500 | 02 | Select reportsSelect revenue reportsSelect to and from dateSelect regiongenerate reportsDownload report in excel |
| 34 | AS A RESTAURANT OWNERI WANT TO KNOW DELIVERY BOY SO THAT I CAN VERIFY THE DELIVERY BOY | 2 | High | 500 | 02 | ID proofPunctuality and reliability |
| 35 | AS A CUSTOMERI WANT TO VIEW THE CONTACT NUMBER OF DELIVERY BOYSO THAT I CAN CONTACT DELIVERY BOY FOR THE STATUS | 3 | Low | 500 | 02 | Display delivery boy mobile numberDisplay delivery boy name in tracking fieldDisplay delivery boy picture |
| 36 | AS A RESTAURANT OWNERI WANT TO PROVE TIME SLOTSSO THAT CUSTOMER CAN CHECK OPENING AND CLOSING HOURS | 2 | High | 400 | 03 | Click on restaurant dashboardAdd from time to timeClick on submitDisplay updated successfully |
| 37 | AS A USERI WANT TO RECEIVE NOTIFICATION SO THAT I CAN RECEIVE UPDATES | 3 | Low | 300 | 03 | Notification for order confirmationNotification for dispatchNotification for delivery |
| 38 | AS A CUSTOMERI WANT TO CONTACT CUSTOMER SUPPORT SO THAT I CAN SUMBIT QUERIES OR ISSUES | 1 | High | 500 | 01 | Customer support section with contact information |
| 39 | AS A CUSTOMERI WANT TO VIEW THE ORDER SO THAT I CAN CANCELLED IT | 3 | High | 300 | 01 | Order statusMethod of cancellationRefund policy |
| 40 | AS A REGIONAL ADMINI WANT TO TRACK THE DELIVERYSO THAT I CAN VIEW THE STATUS OF THE DELIVERY | 1 | High | 300 | 03 | Real time trackingSecurity and data privacyUser friendly interface |

**Sprint backlog:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| User story ID | User story | TASKS | Owner | Status | Estimated effort |
| 1 | AS A CUSTOMER I WANT TO VIEW THE PRICESO THAT I CAN ORDER THE FOOD | 1 | Sachin | Complete | 1 |
| 2 | AS A CUSTOMER I WANT TO VIEW THE CONTACT NO.OF DELIVERY BOYSO THAT I CAN CONTACT DELIVERY BOY FOR THE STATUS | 2 | Sachin | Complete | 1 |
| 3 | AS A RESTAURANT OWNERI WANT TO PROVIDE TIME SLOTSSO THAT CUSTOMER CAN CHECK OPENING AND CLOSING HOURS | 2 | Sachin | Complete | 2 |
| 4 | AS A BUSNIESS OWNERI WANT TO VIEW RESTAURANT REVENUE REPORTSSO THAT I CAN VIEW THE RESTAURANT REVENUE | 2 | Sachin | Complete | 1 |
| 5 | AS A REG ADMINI WANT TO MANAGE REGIONAL RESTAURANTSSO THAT I CAN TRACK THE PERFORMANCE OF REGIONAL RESTAURANT | 3 | Sachin | Complete | 2 |
| 6 | AS A CUSTOMER I WANT TO FILTER RESTAURANTSSO THAT I CAN FIND A PLACE TO ORDER FOOD | 2 | Sachin | Complete | 2 |
| 7 | AS A CUSTOMER I WANT TO TRACK TRACK MY ORDER SO THAT I CAN KNOW THE TIME OF DELIVERY | 2 | Sachin | Complete | 2 |
| 8 | AS A USERI WANT TO RATE AND REVIEW RESTAURANTS SO THAT I CAN RATE AND REVIEW THE RESTAURANT I HAVE VISITED | 3 | Sachin | Complete | 3 |
| 9 | AS A USERI WANT TO VIEW PAST ORDER HISTORYSO THAT I CAN ORDER FROM MY FAVORITES | 1 | Sachin | Complete | 2 |
| 10 | AS A USER I WANT TO RECEIVE NOTIFICATIONSO THAT I CAN RECEIVE UPDATES | 3 | Sachin | Complete | 3 |

**Product burn down**



**Sprint burn down**



**Sprint Burn up Chart.**



**Document 6: Sprint meetings**

**Meeting Type 1: Sprint Planning meeting**

|  |  |
| --- | --- |
| Date | 5/1/2025 |
| Time | 10.00 AM |
| Location | Pune |
| Prepared By | Diksha Tupe |
| Attendee | Vivek, Vishal, Yogesh |

**Agenda Topics**

|  |  |  |
| --- | --- | --- |
| Topic | Presenter | Time Alloted |
| Update  | Mr.Henry | 1 Hr |
| Change Request | Mr.John | 1 Hr |

**Other Information**

|  |  |
| --- | --- |
| Observer | Mr.Bell |
| Resource | Requirements |
| Special Note | Project completed in 3 Months |

**Meeting Type 2: Sprint review meeting**

|  |  |
| --- | --- |
| Date | 5/1/2025 |
| Time | 10.00 AM |
| Location | Pune |
| Prepared By | Diksha Tupe |
| Attendee | Vivek, Vishal, Yogesh |

|  |  |  |  |
| --- | --- | --- | --- |
| Sprints Status | Things to demo | Quick Updates | Whats next |
| Complete | Project | Change request | Any technical Bugs |

**Meeting Type 3: Sprint retrospective meeting**

|  |  |
| --- | --- |
| Date | 5/1/2025 |
| Time | 10.00 AM |
| Location | Pune |
| Prepared By | Sachin Lahane |
| Attendee | Vivek, Vishal, Yogesh |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agenda | What went well | What didn’t go well | Questions | Reference |
| Change request | Solve and updated to client | Requirements not given by client | Needs to find Every requirement | Clients requirements |
| Technical Issue | Solve the technical Bugs | Some technical Are Pending | Not come Again this technical Bugs | From stake holder and technical team |

**Meeting Type 4: Daily Stand-up meeting**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Question | Name /Role | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| What did you do yesterday? | Developer 1Developer 2Developer 3 | Login | Registration | Payment | Delivery report | Orders |  |  |
| What will you do today? | Developer 1Developer 2Developer 3 | Search option | Location | Delivery | Database | Payment Reports |  |  |
| What (if any) is blocking your progress? | Developer 1Developer 2Developer 3 | No blocking  | No blocking  | No blocking  | No blocking  | No blocking  |  |  |