**AGILE DOCUMENTS**

**DOCUMENT 1 – DEFINITION OF DONE**

It is a technique where the team agrees on and displays a list of criteria that must be met before a backlog item is considered done. The team has to create a well-defined, unambiguous, measurable, agreed-upon, and shared Definition of Done between all team members. The best Definition of Done representation is a checklist of activities demonstrating a user story's agreed value and quality. So, this checklist should include: acceptance criteria (to satisfy customer requirements for a product) and quality criteria (to satisfy quality requirements for a product), and the Definition of Done may be defined for different levels of project work. For example, in the Agile/ Scrum framework, these levels of work could be user story, sprint, and release.

**Checklist for DOD**

**Produced code for presumed functionalities**

* Developed code for inventory management, POS transactions, customer transactions, and supplier management
* Smooth management of the customer and supplier portals.

**Assumptions of User Story met**

* Confirmed each user story aligns with real-world retail scenarios, such as stock management and sales reporting.
* Verified that user stories address POS, payment options, and inventory updates

**The project builds without errors**

* Verified that the system doesn’t have any critical errors and dependency issues
* Tested the process regularly to fix issues early, if any

**Unit tests are written and passing**

**The project deployed on the test environment identical to the production platform**

* Deployed the system to this environment to have real usage before going live

**Tests on devices/browsers listed in the project assumptions passed**

* Verified usability of commonly used devices like tablets, desktops, and browsers for POS functionality
* Confirmed compatibility with specific devices used in the store, like POS terminals, barcode scanners, and printers

**Feature ok-ed by UX designer**

* UX designer reviewed and approved the usability of the management system

**QA - performed and issues resolved**

* QA team conducted end-to-end testing on features like checkout, inventory management, and supplier portal

**Feature is tested against acceptance criteria**

* Verified that each feature meets the acceptance requirements

**Feature ok-ed by Product Owner**

* Product Owner reviewed and signed off on each feature, confirming it meets business objectives

**Refactoring completed**

* Refactored code to improve readability, performance, and maintainability

**Any configuration or build changes documented**

Documented any changes that are made to the server or database during development

**Documentation updated**

* Updated system documentation including user guidelines for retail staff and other important information

**Peer Code Review performed**

* Code reviewed by team members to identify and resolve potential issues early and improve the quality and readability of the code

**DOCUMENT 2 – PRODUCT VISION**

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| Scrum Project Name | Retail Store Management System |
| Venue | Xyz  |
| Date | Start time: x | End time: y | Duration: z |
| Client | Mr. Ram (Retail store owner) |
| Stakeholder list | Retail staff |
|  | Managers  |
|  | Suppliers  |
|  |
| **Scrum team** |
| Scrum master | Mr. Sughumar |
| Product Owner | Ms. Likhita |
| Project sponsor  | Mr. Ram |
| Scrum developer 1  | Ms. Shravya |
| Scrum developer 2 | Ms. Gayatri |
| Scrum developer 3 | Mr. Umesh |
| Testers  | Ms. Jasmine, Ms. Leena |
| DB Admin  | Mr. John |

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| **Vision:** The vision for creating the Retail Store Management System is to **enhance the retail experience for both the business and its customers by providing a user-friendly solution that automates and optimizes inventory management, sales processing, customer relationship management, and supplier interactions** |
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| **Target group**  | **Needs**  | **Product**  | **Value**  |
| The Retail Store Management System is designed to address the **small to medium-sized retail business segment** as well as larger retail chains that need an efficient solution for managing their store operationsThe target users and customers for the Retail Store Management System are small to medium-sized retail stores, Retail Chains, Supermarkets, Grocery Stores, and Pharmacies | The Retail Store Management System solves multiple operational challenges like Inventory management, sales and billing, data accuracy, record keeping, and enhanced customer service The Retail Store Management System provides several key benefits like Increased Efficiency, minimizing errors in transactions, multiple payment options, Fast checkout, Real-time sales, inventory and other necessary information  | The product is a **Retail Store Management System. It** is designed to automate various retail store operations, including inventory tracking, sales processing, automated billing, and transaction recording.It simplifies store operations by ensuring stock levels are always up-to-date, and automatically reordering items when inventory is low. It integrates seamlessly with POS systems, providing many **payment options** like cash, cards, UPI, and digital wallets for customer convenience.Developing the **Retail Store Management System** is feasible based on the current scope, technologies, and resources. | The **Retail Store Management System** will offer several benefits to the company, enhancing operational efficiency, improving customer experience, and enabling better decision-makingThe primary goal of the Retail Store Management System is to streamline and optimize the management of inventory, sales, and payment processes to enhance operational efficiency, improve customer satisfaction, and support business growth. The organization needs to modernize and streamline its operations to face the challenges and pressures of the project.The business model requires us to concentrate on target customers, system efficiency, customer satisfaction, inventory tracking, financial management, maintenance, and support fees for the system, resources required, cost, and strategies. |

**DOCUMENT 3 – USER STORIES**

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| **User story number:** 1 | **Tasks: 4** | **Priority: Highest** |
| Value statement: As a staff member, I want to register into the account so that I can check the availability of the goods  |
| **BV: 500** | **CP: 8** |
| **Acceptance criteria:** * Staff members can access the fill-in registration details on the homepage of the screen
* Required fields including name, email, password must be filled
* Success message will be displayed after registration
* Registered staff members can log in with their credentials
* After login, staff members are directed to the dashboard where they can check inventory
* They can access an inventory section showing the availability of goods.
* They can search for goods by name or category within the inventory section
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| **User story number:** 2 | **Tasks: 3** | **Priority: Highest** |
| Value statement: As a staff member, I want to update the stock levels after restocking so that the inventory is accurate |
| **BV: 500** | **CP: 5** |
| **Acceptance criteria:** * Based on the quantity of the stock received, the staff can increase or decrease the stock levels
* Updates are saved and shown in the system
* Notifications will appear that the stock is updated
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| **User story number:** 3 | **Tasks: 3** | **Priority: Highest** |
| Value statement: As a store manager, I want to process customer returns so that the inventory and sales records are accurate |
| **BV: 500** | **CP: 8** |
| **Acceptance criteria:** * Staff can record the returns with necessary details like product and reasons
* Stock levels will update automatically after a return
* Sales record will update the return transaction
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| **User story number:** 4 | **Tasks: 3** | **Priority: Highest** |
| Value statement: As a staff member, I want to generate a daily sales report so that I can review the day’s performance. |
| **BV: 500** | **CP: 5** |
| **Acceptance criteria:** * Daily sales report includes all necessary data points
* Staff can view the report easily, they are accurate and up to date information
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| **User story number:** 5 | **Tasks: 3** | **Priority: Medium** |
| Value statement: As a staff member, I want to access detailed product information so that I can assist customers with their queries. |
| **BV: 100** | **CP: 3** |
| **Acceptance criteria:** * Staff can access detailed product information
* Product details include price, availability and other important information
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| **User story number:** 6 | **Tasks: 3** | **Priority: Highest** |
| Value statement: As a staff member, I want to track product expiry dates so that I can remove expired items from the shelves. |
| **BV: 500** | **CP: 5** |
| **Acceptance criteria:** * Expiry dates are visible in the inventory list
* Notifications are triggered when items are near expiry
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| **User story number:** 7 | **Tasks: 3** | **Priority: Highest** |
| Value statement: As a store manager, I want to review and approve supplier orders to ensure we only order necessary items |
| **BV: 500** | **CP: 8** |
| **Acceptance criteria:** * Supplier orders are presented for approval with details
* Manager can approve, reject, or edit order quantities.
* Order status updates on approval by the manager and estimated delivery times are visible
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| **User story number:** 8 | **Tasks: 3** | **Priority: Highest** |
| Value statement: As a store manager, I want to generate sales and performance reports so that I can review store performance and make decisions |
| **BV: 500** | **CP: 8** |
| **Acceptance criteria:** * Sales reports are generated accurately for selected time periods
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| **User story number:** 9 | **Tasks: 3** | **Priority: Highest** |
| Value statement: As a store manager, I want to assign staff roles and permissions so that the team members have system access according to their roles |
| **BV: 500** | **CP: 5** |
| **Acceptance criteria:** * Roles and permissions are clear and also adjustable
* If there is a change in the role of a staff member, the permissions must be updated
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| **User story number:** 10 | **Tasks: 3** | **Priority: Medium** |
| Value statement: As a store manager, I want to review customer feedback so that I can address their concerns and improve service |
| **BV: 100** | **CP: 3** |
| **Acceptance criteria:** * All customer feedback will be visible and categorized based on the date and time
* Manager can update the status after the issue has been resolved
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| **User story number:** 11 | **Tasks: 4** | **Priority: Medium** |
| Value statement: As a store manager, I want to set and manage product promotions and discounts so that we can increase sales and clear out inventory |
| **BV: 100** | **CP: 8** |
| **Acceptance criteria:** * Promotions apply in the system and on receipts while the discounts are visible at the point of sale, the discount applies after checking out.
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| **User story number:** 12 | **Tasks: 4** | **Priority: Highest** |
| Value statement: As a store manager, I want to conduct regular inventory audits so that I can ensure the stock records match the physical inventory |
| **BV: 500** | **CP: 8** |
| **Acceptance criteria:** * Audits track the selected items and if adjustments are to be done in the inventory, they will be reflected in the audit
* Audit reports are stored in the database for future references
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| **User story number:** 13 | **Tasks: 3** | **Priority: Highest** |
| Value statement: As a store manager, I want to set a returns and refunds policy so that I can provide clear guidelines for the staff and customers  |
| **BV: 500** | **CP: 5** |
| **Acceptance criteria:** * Returns and refunds will be processed based on the policies set
* Records of returns and policy adjustments will be maintained in the system’s database
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| **User story number:** 14 | **Tasks: 3** | **Priority: Highest** |
| Value statement: As a store manager, I want to track supplier performance so that I can make decisions about the future orders |
| **BV: 500** | **CP: 5** |
| **Acceptance criteria:** * Supplier records contain all the required information about the performance data, delivery times, quality, pricing
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| **User story number:** 15 | **Tasks: 4** | **Priority: Highest** |
| Value statement: As a store manager, I want to add, update and delete the items in the inventory so that the stock levels are accurate  |
| **BV: 500** | **CP: 5** |
| **Acceptance criteria:** * The system allows adding, updating and deleting the inventory items
* Inventory updates immediately after every action
* For deleting items, confirmation message will appear
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| **User story number:** 16 | **Tasks: 4** | **Priority: Highest** |
| Value statement: As a store manager, I want the system to create automatic alerts for low stock so that I can look forward to placing an order |
| **BV: 500** | **CP: 8** |
| **Acceptance criteria:** * Alerts appear when stock levels drop below set thresholds.
* Managers and stakeholders can view and dismiss alerts on their preferred communication channels
* Re - ordering action is set for each product when the stock is low
* Alert thresholds are adjustable by the manager or authorized staff
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| **User story number:** 17 | **Tasks: 3** | **Priority: Highest** |
| Value statement: As a cashier, I want to scan items and process purchases so that customers can check out |
| **BV: 500** | **CP: 5** |
| **Acceptance criteria:** * The scanner is integrated with the POS system
* Items appear in the cart after scanning
* The final total will be appeared on the monitor along with discounts
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| **User story number:** 18 | **Tasks: 3** | **Priority: Highest** |
| Value statement: As a cashier, I want to accept various payment methods so that customers have flexible options |
| **BV: 500** | **CP: 13** |
| **Acceptance criteria:** * The system displays all available payment options
* Customers get to choose one of the options provided
* Payment will be processed successfully
* Automated receipt will be generated
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| **User story number:** 19 | **Tasks: 3** | **Priority: Highest** |
| Value statement: As a cashier, I want to process returns and exchanges so that I can assist customers with product issues |
| **BV: 500** | **CP: 8** |
| **Acceptance criteria:** * Returns or exchanges follow store policies set by the manager
* System generates updated receipt or return confirmation
* Refund or exchange updates inventory
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| **User story number:** 20 | **Tasks: 3** | **Priority: Medium** |
| Value statement: As a cashier, I want to apply loyalty points so that regular customers can redeem rewards |
| **BV: 100** | **CP: 8** |
| **Acceptance criteria:** * Loyalty points are verified and applied
* Discounts are automatically applied to the final payment
* Final bill is accurate with all the deductions and taxes
* Loyalty balance is updated post-transaction
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| **User story number:** 21 | **Tasks: 3** | **Priority:**  Medium |
| Value statement: As a cashier, I want to view past transaction history so that I can address any questions about recent purchases |
| **BV: 100** | **CP: 5** |
| **Acceptance criteria:** * Transaction history is easily accessible – it is searchable
* Details for each transaction include items, total, payment type, date and time of the purchase
* The option to print or email receipts is available
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| **User story number:** 22 | **Tasks: 3** | **Priority: Low** |
| Value statement: As a cashier, I want to register customers for the loyalty program so that they can earn rewards on future purchases |
| **BV: 50** | **CP: 5** |
| **Acceptance criteria:** * New loyalty account is created in the system for the customer
* Points structure and earning details are shared with the customer
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| **User story number:** 23 | **Tasks: 2** | **Priority: Highest** |
| Value statement: As a cashier, I want to temporarily suspend transactions so that I can assist another customer or resolve issues |
| **BV: 500** | **CP: 5** |
| **Acceptance criteria:** * Transactions can be paused for a moment and there would be no data loss
* System notifies that a transaction is suspended and you may proceed with the transaction when you click on resume option
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| **User story number:** 24 | **Tasks: 3** | **Priority: Medium** |
| Value statement: As a cashier, I want to generate an end-of-shift report so that I can review my daily sales and ensure accuracy |
| **BV: 100** | **CP: 5** |
| **Acceptance criteria:** * Sales report accurately totals all transactions
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| **User story number:** 25 | **Tasks: 2** | **Priority: Highest** |
| Value statement: As a cashier, I want to verify the age of customers for age-restricted products so that I comply with store policies and legal requirements |
| **BV: 100** | **CP: 5** |
| **Acceptance criteria:** * Restricted items requires age verification
* System allows item purchase only if age is verified
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| **User story number:** 26 | **Tasks: 4** | **Priority: Highest** |
| Value statement: As a cashier, I want to issue refunds for returns so that customers can receive their money back for returned items |
| **BV: 500** | **CP: 8** |
| **Acceptance criteria:** * System allows the cashier to scan the returned product to retrieve the original transaction
* System verifies the refund eligibility based on store policy
* Refund is issued through the original payment method
* Receipt for the refund is generated and printed
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| **User story number:** 27 | **Tasks: 4** | **Priority: Highest** |
| Value statement: As a cashier, I want to apply gift card balances to transactions so customers can use store credit |
| **BV: 100** | **CP: 8** |
| **Acceptance criteria:** * Cashier can enter or scan the gift card code
* System displays remaining balance on the gift card
* System applies the balance for purchase
* Remaining gift card balance updates post-transaction
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| **User story number:** 28 | **Tasks: 3** | **Priority: Highest** |
| Value statement: As a store manager, I want to monitor inventory levels to manage stock effectively and avoid shortages. |
| **BV: 500** | **CP: 8** |
| **Acceptance criteria:** * Inventory dashboard shows real-time stock levels for all products
* Alerts are triggered automatically when stock for any item falls below the threshold
* Low-stock threshold is customizable for each product
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| **User story number:** 29 | **Tasks: 2** | **Priority: Highest** |
| Value statement: As a store manager, I want to view employee performance to manage and support my team |
| **BV: 500** | **CP: 5** |
| **Acceptance criteria:** * Employee performance includes sales, hours worked, check-in and checkout time, and customer feedback
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| **User story number:** 30 | **Tasks: 3** | **Priority: Highest** |
| Value statement: As a staff member, I want to restock shelves from inventory so that customers have access to the items |
| **BV: 500** | **CP: 5** |
| **Acceptance criteria:** * Inventory updates immediately once an item is moved to the shelves
* Staff can mark items as out of stock if they are unavailable in the inventory
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| **User story number:** 31 | **Tasks: 3** | **Priority: Highest** |
| Value statement: As a staff member, I want to record damaged goods so that inventory accurately shows the available stock. |
| **BV: 500** | **CP: 5** |
| **Acceptance criteria:** * Staff can log damaged items through an inventory management
* System updates stock levels
* The damaged goods log includes product details, and reasons
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| **User story number:** 32 | **Tasks: 3** | **Priority: Medium** |
| Value statement: As a store owner, I want to set and monitor financial goals to keep the store on target |
| **BV: 100** | **CP: 8** |
| **Acceptance criteria:** * The system tracks monthly, quarterly, and annual revenue
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| **User story number:** 33 | **Tasks: 3** | **Priority: Highest** |
| Value statement: As a store owner with multiple locations, I want to monitor each store’s performance individually  |
| **BV: 500** | **CP: 13** |
| **Acceptance criteria:** * The system provides a dashboard to view each store’s revenue, expenses, and inventory levels.
* The reports can also track overall store performance
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| **User story number:** 34 | **Tasks: 3** | **Priority: Highest** |
| Value statement: As a cashier, I want to process more than one payment options so that the customers can pay using multiple payment methods if needed |
| **BV: 500** | **CP: 8** |
| **Acceptance criteria:** * The system allows splitting the total bill
* Receipt must show the amount paid using each method
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**DOCUMENT 4 – AGILE PO EXPERIENCE**

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

Responsibilities of Product Owner in a project

**Market Analysis**

* Assess the demand and need for the product in the market.
* Evaluate the availability of similar products already existing.

**Enterprise Analysis**

* Conduct thorough due diligence to evaluate market opportunities

**Product Vision and Roadmap**

* Develop a clear vision for the product based on the identified market needs.
* Create a roadmap outlining high-level features and timelines.

**Managing Product Features**

* Align stakeholder expectations with realistic priorities.
* Prioritize epics, user stories, and features considering their criticality and ROI

**Managing Product Backlog**

* Rank user stories in order of priority.
* Adjust priorities based on stakeholder feedback and evolving requirements.
* Plan epics to align with strategic goals.

**Overseeing Iteration Progress**

* Review the progress of ongoing sprints.
* Adjust sprint and epic priorities when necessary.
* Participate in retrospectives with the Business Analyst to identify improvement areas

Learnings from this project

* Sprint planning meeting: Setting sprint goals and assigning tasks.
* Daily Scrum meeting: Reviewing daily progress and removing blockers.
* Sprint Review meeting: Assessing sprint outcomes and presenting deliverables.
* Sprint Retrospective meeting: Reflecting on team performance for future improvement.
* Backlog Refinement meeting: Revisiting and updating the product backlog.

Learned how to create detailed user stories, including

* Story number
* Tasks
* Priority ranking
* Acceptance criteria
* BV (Business Value) and CP (Complexity Points)

The product owner responsibilities are to

* Act as the bridge between different departments, ensuring collaboration and communication across the organization.
* Engage with business stakeholders and works closely with Scrum teams to keep everyone informed about the project's progress.
* Develops a comprehensive vision for the product's purpose and functionality, translating this into defined features.
* Breaks down product features into manageable items within the product backlog, ensuring the team stays aligned with the vision.

**DOCUMENT 5**

**PRODUCT BACKLOG**

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| **User Story ID** | **User Story** | **Tasks** | **Priority** | **BV** | **CP** | **Sprint** |
| US-001 | As a staff member, I want to register into the account so that I can check the availability of the goods  | * Design the registration form
* Implement backend functionality for registration and login
* Design dashboard
* Enable search functionality by product name or category
 | Highest | 500 | 8 | 1 |
| US-002 | As a staff member, I want to update the stock levels after restocking so that the inventory is accurate. | * Design a stock update interface.
* Update the inventory database with the new stock levels
* Notify stakeholders about stock updates
 | Highest | 1000 | 5 | 1 |
| US-003 | As a store manager, I want to process customer returns so that the inventory and sales records are accurate | * Design a return form to write product details and reasons for return
* Validate returns based on store policies
* Update inventory and sales records
* Generate a return receipt for customers
 | Highest | 500 | 8 | 3 |
| US-004 | As a staff member, I want to generate a daily sales report so that I can review the day’s performance. | * Gather daily sales data
* Format the sales report
* Allow export options in PDF and Excel
 | Highest | 500 | 5 | 2 |
| US-005 | As a staff member, I want to access detailed product information so that I can assist customers with their queries. | * Create a search interface
* Display product details
* product details should be updated in real time
 | Medium | 100 | 3 | 1 |
| US-006 | As a staff member, I want to track product expiry dates so that I can remove expired items from the shelves. | * Add expiry date fields
* Implement notifications for items nearing expiry
* removed expired items for audit purposes
 | Highest | 500 | 5 | 1 |
| US-007 | As a store manager, I want to review and approve supplier orders to ensure we only order necessary items | * Display pending supplier orders with details
* Add functionality to approve, reject, or modify orders
* Notify and generate supplier order reports
 | Highest | 500 | 8 | 4 |
| US-008 | As a store manager, I want to generate sales and performance reports so that I can review store performance and make decisions | * Provide filtering options for reports
* Create visualizations
 | Highest | 500 | 8 | 2 |
| US-009 | As a store manager, I want to assign staff roles and permissions so that the team members have system access according to their roles | * Define and manage roles in the system
 | Highest | 500 | 5 | 2 |
| US-010 | As a store manager, I want to review customer feedback so that I can address their concerns and improve service | * Create a feedback system
* Display feedback with filters for date and type
* Track the status
 | Medium | 100 | 3 | 3 |
| US-011 | As a store manager, I want to set and manage product promotions and discounts so that we can increase sales and clear out inventory | * Build a system to set promotions and discounts.
* Display active discounts at the point of sale
 | Medium | 100 | 3 | 4 |
| US-012 | As a store manager, I want to conduct regular inventory audits so that I can ensure the stock records match the physical inventory | * Enable selection of inventory items for audit
* Store audit logs for future reference
 | Highest | 100 | 8 | 6 |
| US-013 | As a store manager, I want to set a returns and refunds policy so that I can provide clear guidelines for the staff and customers  | * Define return and refund policies in the system
 | Highest | 500 | 5 | 3 |
| US-014 | As a store manager, I want to track supplier performance so that I can make decisions about the future orders | * Log supplier details and delivery records
* Generate performance reports for supplier comparison
 | Highest | 500 | 5 | 3 |
| US-015 | As a store manager, I want to add, update and delete the items in the inventory so that the stock levels are accurate  | * Create interfaces for adding, updating, and deleting inventory items
* Reflect changes in the inventory database
* Display confirmation for deletion
 | Highest | 500 | 5 | 1 |
| US-016 | As a store manager, I want the system to create automatic alerts for low stock so that I can look forward to placing an order | * Create thresholds for low-stock alerts
* Trigger automatic alerts when stock drops below thresholds
* Notify stakeholders
 | Highest | 500 | 8 | 1 |
| US-017 | As a cashier, I want to scan items and process purchases so that customers can check out | * Integrate barcode scanning functionality with the POS system
* Display scanned items in the monitor
* Calculate and display the total bill with taxes and discounts
 | Highest | 500 | 5 | 5 |
| US-018 | As a cashier, I want to accept various payment methods so that customers have flexible options | * Introduce payment gateways for credit/debit cards, UPI, digital wallets, and cash.
* Display all available payment options at the point of sale
 | Highest | 500 | 13 | 5 |
| US-019 | As a cashier, I want to process returns and exchanges so that I can assist customers with product issues | * Verify return eligibility based on product condition
* Update inventory for return
* Generate an updated receipt for the return or exchange
 | Highest | 500 | 8 | 3 |
| US-020 | As a cashier, I want to apply loyalty points so that regular customers can redeem rewards | * Verify customer loyalty balance
* Deduct loyalty points from the account
* Update loyalty balance after the transaction
 | Medium | 100 | 8 | 4 |
| US-021 | As a cashier, I want to view past transaction history so that I can address any questions about recent purchases | * Enable search functionality
* Display transaction information (items, payment type, date, time)
* Provide options to print or email receipts
 | Medium | 100 | 5 | 6 |
| US-022 | As a cashier, I want to register customers for the loyalty program so that they can earn rewards on future purchases | * Create a registration form for the loyalty program
* Create accounts for customers
* Provide customers with loyalty program details
 | Low | 50 | 5 | 4 |
| US-023 | As a cashier, I want to temporarily suspend transactions so that I can assist another customer or resolve issues | * Add functionality to pause the current transaction
* Save paused transactions automatically
* Provide an option to resume transaction
 | Highest  | 500 | 5 | 5 |
| US-024 | As a cashier, I want to generate an end-of-shift report so that I can review my daily sales and ensure accuracy | * Format the sales data report with total sales and necessary information
* Provide export options to download and review
 | Medium | 100 | 5 | 2 |
| US-025 | As a cashier, I want to verify the age of customers for age-restricted products so that I comply with store policies and legal requirements | * Record the age verification status in the transaction log
 | Highest | 1000 | 5 | 4 |
| US-026 | As a cashier, I want to issue refunds for returns so that customers can receive their money back for returned items | * Enable scanning of returned items
* Verify refund eligibility based on store policies
* Process the refund through the original payment method
 | Highest | 500 | 8 | 6 |
| US-027 | As a cashier, I want to apply gift card balances to transactions so that customers can use store credit | * Scan and display the remaining gift card balance
* Apply the gift card balance to the transaction
* Update the remaining balance after the transaction
 | Highest | 100 | 8 | 6 |
| US-028 | As a store manager, I want to monitor inventory levels to manage stock effectively and avoid shortages | * Develop a dashboard to show real-time inventory levels
* Set thresholds for low-stock alerts for each product
 | Highest | 500 | 8 | 2 |
| US-029 | As a store manager, I want to view employee performance to manage and support my team | * Check employee performance based on sales and hours worked
* Generate performance reports
 | Highest | 500 | 5 | 2 |
| US-030 | As a store owner, I want to set and monitor financial goals to keep the store on target | * Monthly, quarterly, and yearly revenue targets should be set
* Track progress
 | Medium | 100 | 8 | 6 |
| US-031 | As a store owner with multiple locations, I want to monitor each store’s performance individually | * Build a dashboard to display revenue, expenses, and inventory levels for each store
* Add functionality to compare performance
* Generate reports
 | Highest | 500 | 13 | 6 |
| US-032 | As a cashier, I want to process split payments so that customers can pay using multiple payment methods if needed | * Enable splitting of the bill using different payment methods
* Calculate and display the balance remaining for each payment
* Generate receipts
 | Highest | 500 | 8 | 5 |
| US-033 | As a store owner, I want to track profit margins and operational costs so that I can evaluate business performance | * Design a dashboard for tracking finances
* Calculate profit margins and costs
* Generate reports for financial analysis
 | Medium  | 100 | 3 | 6 |
| US-034 | As a staff member, I want to record damaged goods so that inventory accurately reflects the available stock | * Log Damaged Items
* **Update Inventory Levels**
* Generate Damage Reports
 | Highest | 500 | 5 | 5 |

**SPRINT BACKLOG**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **User story ID** | **User story** | **Tasks** | **Owner** | **Status** | **Estimated effort** |
| US-001 | As a staff member, I want to register into the account so that I can check the availability of the goods  | * Design the registration form
* Implement backend functionality for registration and login
* Design dashboard
* Enable search functionality by product name or category
 | Mr. X | Completed | 8 |
| US-002 | As a staff member, I want to update the stock levels after restocking so that the inventory is accurate. | * Design a stock update interface.
* Update the inventory database with the new stock levels
* Notify stakeholders about stock updates
 | Mr. X | Completed | 5 |
| US-005 | As a staff member, I want to access detailed product information so that I can assist customers with their queries. | * Create a search interface
* Display product details
* product details should be updated in real time
 | Mr. X | Completed | 3 |
| US-006 | As a staff member, I want to track product expiry dates so that I can remove expired items from the shelves. | * Add expiry date fields
* Implement notifications for items nearing expiry
* removed expired items for audit purposes
 | Ms. Y | Completed | 5 |
| US-015 | As a store manager, I want to add, update and delete the items in the inventory so that the stock levels are accurate  | * Create interfaces for adding, updating, and deleting inventory items
* Reflect changes in the inventory database
* Display confirmation for deletion
 | Ms. Y | Completed | 5 |
| US-016 | As a store manager, I want the system to create automatic alerts for low stock so that I can look forward to placing an order | * Create thresholds for low-stock alerts
* Trigger automatic alerts when stock drops below thresholds
* Notify stakeholders
 | Ms. Y | Completed | 8 |

**PRODUCT BURNDOWN**



**SPRINT BURNDOWN**



**DOCUMENT 6 – SPRINT MEETINGS**

**Meeting type 1 – Sprint planning meeting**

|  |  |
| --- | --- |
| Date | xyz |
| Time | abc |
| Location | aaa |
| Prepared by | Ms. Likhita  |
| Attendees | Scrum master (Mr. Sughumar) |
|  | Product owner (Ms. Likhita) |
|  | Project sponsor (Mr. Ram) |
|  | Developer 1 (Ms. Shravya) |
|  | Developer 2 (Ms. Gayatri) |
|  | Developer 3 (Mr. Umesh) |
|  | Testers (Ms. Jasmine, Ms. Leena) |
|  | DB Admin (Mr. John) |

**Agenda Topics**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Presenter** | **Time allotted** |
| Sprint goal | Scrum master | 10 minutes |
| Review product backlog | Product owner  | 20 minutes |
| User stories selection for the sprint | Developers | 30 minutes |
| Time estimation for sprints | Developers, Testers, and Scrum master | 35 minutes |
| Resolve queries | Everyone | 20 – 30 minutes |

**Other information**

|  |  |
| --- | --- |
| **Observers** | Project SponsorsStakeholdersOther Departments (Marketing, Operations) |
| **Resources** | Meeting room, laptops, sticky notes, whiteboard, markers, projector |
| **Special notes** | * The **Scrum Master** conducts the meeting ensuring it stays on track and focused
* Adjust user stories or sprints based on the team’s feedback
 |

**Meeting Type 2 –Sprint Review Meeting**

|  |  |
| --- | --- |
| **Date** | 123 |
| **Time** | xyz |
| **Location** | xyz |
| **Prepared by** | Ms. Likhita |
| **Attendees** | Scrum master (Mr. Sughumar) |
|  | Product owner (Ms. Likhita) |
|  | Project sponsor (Mr. Ram) |
|  | Developer 1 (Ms. Shravya) |
|  | Developer 2 (Ms. Gayatri) |
|  | Developer 3 (Mr. Umesh) |
|  | Testers (Ms. Jasmine, Ms. Leena) |
|  | DB Admin (Mr. John) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sprint status** | **Things to demo** | **Quick updates** | **What next?** |
| Work in progress (User story 7: Approval of supplier orders is 80% complete, awaiting testing) | * System registration for staff members
* Automated low-stock alerts triggering notifications
 | Update on the supplier orders (How much work is finished and what is pending) | In the next sprint, we will focus on enabling split payments, processing returns, and applying loyalty points at checkout |

**Meeting Type 3: Sprint Retrospective meeting**

|  |  |
| --- | --- |
| **Date** | 123 |
| **Time** | xyz |
| **Location** | xyz |
| **Prepared by** | Ms. Likhita |
| **Attendees** | Scrum master (Mr. Sughumar) |
|  | Product owner (Ms. Likhita) |
|  | Project sponsor (Mr. Ram) |
|  | Developer 1 (Ms. Shravya) |
|  | Developer 2 (Ms. Gayatri) |
|  | Developer 3 (Mr. Umesh) |
|  | Testers (Ms. Jasmine, Ms. Leena) |
|  | DB Admin (Mr. John) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda** | **What went well** | **What didn’t go well** | **Questions** | **Reference** |
| Introduction, Review sprint goal | * Collaboration between developers
* Stakeholder feedback was clear
 | The team didn’t complete a few user stories within the sprint timeframe | * Were there any communication challenges within the team or with stakeholders?
* Did we accurately estimate the complexity points for user stories?
 | Sprint goal, backlog, burndown chart |

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

|  |  |  |
| --- | --- | --- |
| **Question** | **Name/Role** | **Week 1 (from 16-12-2024 to 22-12-2024)** |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **What did you do yesterday?** | Ms. Shravya (Developer 1) | Worked on User Story 1: "Add new inventory" Completed backend | Continued testing US 001 and started User Interface for US 002. | Completed User Interface for US 002. | Worked on User Story 003: "Generate inventory report." | Finished integration of US 001 and US 002. |
| Ms. Gayatri (Developer 2) | Developed backend logic for User Story 2: "Add damaged goods to stock." | Completed unit testing for US 004. | Fixed blockers in the backend. | Started User Story 005: "Track sales reports." | Completed backend tasks for US 005. |
| Mr. Umesh (Developer 3) | Completed analysis for User Story 5: "Record profit margins." | Started working on SQL queries for US 006. | Finished queries and moved to API setup. | Completed API setup for US 006. | Started integration testing for US 006. |
| **What will you do today?** | Ms. Shravya (Developer 1) | Test User Story 1 and fix minor issues. | Integrate US 001 and start development on US 002: "Update inventory UI." | Test US 002 and fix bugs | Complete unit testing for US 003. | Finalize all changes and prepare for sprint demo. |
| Ms. Gayatri (Developer 2) | Debug blockers in the backend for user story 2. | Write unit tests for US 004. | Complete development of US 005.  | Conduct code review with Developer 1. | Final integration of US 005. |
| Mr. Umesh (Developer 3) | Work on API testing for user Story 6. | Validate data for profit margin calculations. | Work on integration with the backend for US 006. | Conduct peer review with Developer 2. | Final testing of US 006. |
| **What (if any) is blocking your progress?** | Ms. Shravya (Developer 1) | No blockers. | No blockers. | No blockers. | Dependencies on integration from Developer 3. | No blockers. |
| Ms. Gayatri (Developer 2) | No blockers. | No blockers. | No blockers. | Minor delays in review feedback. | No blockers. |
| Mr. Umesh (Developer 3) | No blockers. | No blockers. | Blocked by backend testing | Resolved previous blockers | No blockers. |