# 

**Title : ERP System For School Management**



# Definition of Done

* **Produced code for presumed functionalities**

The feature or functionality described in the user story has been implemented in code. This includes adhering to coding standards, ensuring logical correctness, and confirming that the code achieves the intended purpose.

* **Assumptions of User Story met**

Any assumptions or implicit expectations related to the user story have been identified and addressed. This ensures there are no gaps or misunderstandings about the functionality.

* **Project builds without errors**

The project compiles and runs successfully without build-time errors or warnings. This ensures the code integrates seamlessly into the existing project and is stable.

* **Unit tests written and passing**

Automated unit tests are written to validate the functionality of the code. These tests must pass without any failures to ensure the correctness of the smallest testable parts of the application.

* **Project deployed on the test environment identical to production platform**

The new functionality has been deployed to a test environment that replicates the production environment. This helps uncover potential deployment or environmental issues before going live.

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

The feature is tested across the specified devices and browsers to ensure compatibility and consistent user experience as outlined in project assumptions.

* **Feature ok-ed by UX designer**

The implemented feature is reviewed and approved by the UX designer to confirm it adheres to the design specifications and user interface guidelines.

* **QA performed & issues resolved**

The Quality Assurance (QA) team has tested the feature for bugs, functionality, and performance issues. Any identified issues are resolved before moving forward.

* **Feature is tested against acceptance criteria**

The feature is tested to ensure all the acceptance criteria defined in the user story are satisfied. This is a key indicator that the functionality meets customer and business requirements.

* **Feature ok-ed by Product Owner**

The Product Owner (PO) reviews the completed feature to ensure it aligns with business objectives, user expectations, and overall product goals. Approval from the PO signifies readiness for release.

* **Refactoring completed**

The codebase is cleaned up, optimized, or restructured without changing external behavior. Refactoring improves code maintainability and readability while eliminating technical debt.

* **Any configuration or build changes documented**

Any changes to configuration files, build processes, or deployment scripts are documented to ensure that the team and stakeholders understand how to replicate the environment.

* **Documentation updated**

Relevant documentation, including technical specs, user guides, or API references, is updated to reflect the new functionality. This supports future development and provides clarity for users.

* **Peer Code Review performed**

The code is reviewed by one or more team members to ensure it adheres to coding standards, is free of major defects, and maintains consistency with the rest of the project.

# Product Vision

# Scrum Project

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| **Scrum Project** | **School ERP Development** |
| --- | --- |
| Venue: | Company ABC, Conference room No. 3 |
| Date | 10th Jan 2025 |
| Start Time | 10:00 AM |
| End Time | 01:00 PM |
| Duration | 3 hours |
| Client | XYZ Educational Institute |
| Stakeholder List | Product Manager,IT Director, Financial Officer |

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# Scrum Team

| Scrum Master | Rohit |
| --- | --- |
| Product Owner | Smith |
| Scrum Dev 1 | Abhishek |
| Scrum Dev 2 | Shubham |
| Scrum Dev 3 | Vipin |
| Scrum Dev 4 | Vikas |
| Scrum Dev 5 | Neha |

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| **Vision:** What is your vision, your overarching goal for creating the product? | | | |
| --- | --- | --- | --- |
| **Target Group** | **Needs** | **Product** | **Value** |
| Educational Institutions offering ERP solutions | Simplify ERP workflow and process | Cloud based modular ERP system for educational institution | Boost client efficiency, automate workflow and reduce manual error |
| Administrative staff, IT managers,& financial officers | Seamless integration with existing tools and scalability for future growth | Offers role based dashboard, analytics & secure data storage | Aligns with business strategy to increase subscription based revenue |
| Target customers from K-12 schools, universities, & training centers | Address compliance requirement & improve reporting capabilities | User friendly UI-UX design,accessible on web and mobile platform | Create long term relationship with client & provides a sustainable business model |

# User Stories

| **User Story No: 1** | | **Task: Design and develop a user login interface.** | | **Priority : High** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  **A**s a user  I want to log in to the system...  So that I can access the portal based on my role | | | | | |
| **BV : 10** | | | **CP : 8** | | |
| **Acceptance Criteria**   1. Users should be able to log in with valid credentials. 2. Role-based access control must restrict users to specific functionalities. 3. System should display an error for invalid login attempts. | | | | | |

| **User Story No: 2** | | **Task : Design a dashboard for the admin to view key school metrics** | | **Priority: High** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As an admin...  I want to see a summary of school activities...  So that I can monitor overall school performance | | | | | |
| **BV: 10** | | | **CP: 8** | | |
| **Acceptance Criteria**   1. Admin should see a dashboard with real-time data. 2. Charts and graphs should update automatically. 3. Metrics must include attendance, grades, and active users. | | | | | |

| **User Story No: 3** | | **Task : Develop a student registration form.** | | **Priority: High** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As an admin...  I want to register new students into the system...  So that I can manage their records digitally. | | | | | |
| **BV:** 9 | | | **CP:** 7 | | |
| **Acceptance Criteria**   1. Admin must be able to add student details. 2. Validation should ensure all mandatory fields are filled. 3. System should generate a unique student ID upon successful registration. | | | | | |

| **User Story No: 4** | | **Task : Create a teacher onboarding module.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As an admin...  I want to onboard teachers into the system...  So that I can assign them to classes and subjects | | | | | |
| **BV:** 9 | | | **CP: 8** | | |
| **Acceptance Criteria**   1. Teachers should have profiles with personal and professional details. 2. Admin must be able to assign teachers to multiple classes. 3. Notifications should be sent to teachers upon successful onboarding | | | | | |

| **User Story No: 5** | | **Task : Create a timetable generation feature.** | | **Priority: High** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As an admin...  I want to generate a timetable for each class...  So that I can organize the school schedule efficiently | | | | | |
| **BV: 9** | | | **CP:7** | | |
| Acceptance Criteria  Admin can input class, teacher, and subject information.  Timetable conflicts should be flagged by the system.  Timetable must be exportable as a PDF or Excel file. | | | | | |

| **User Story No: 6** | | **Task : Build a fee payment tracking module.** | | **Priority: High** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a parent...  I want to pay school fees online...  So that I can save time and avoid manual payments. | | | | | |
| **BV:7** | | | **CP:7** | | |
| **Acceptance Criteria**  Parents can view fee details and due dates.  Online payments must be processed securely.  System should send payment confirmation and update fee records | | | | | |

| **User Story No: 7** | | **Task: Create an attendance tracking module.** | | **Priority: High** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a teacher...  I want to mark student attendance online...  So that I can maintain accurate records effortlessly | | | | | |
| **BV:7** | | | **CP:6** | | |
| **Acceptance Criteria**  Attendance can be marked by selecting present/absent for each student.  Reports should be generated for monthly attendance.  Students and parents can view attendance records | | | | | |

| **User Story No: 8** | | **Task: Develop a student report card module.** | | **Priority: High** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a teacher...  I want to create and publish student report cards...  So that parents can monitor their child’s academic performance. | | | | | |
| **BV:8** | | | **CP:8** | | |
| **Acceptance Criteria**  Teachers can input subject-wise grades and remarks.  Report cards must be accessible to parents and students.  System must ensure only authorized users can view the report card. | | | | | |

| **User Story No: 9** | | **Task: Build an event management module.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As an admin...  I want to organize and share school events...  So that everyone stays informed about upcoming activities. | | | | | |
| **BV:6** | | | **CP:5** | | |
| **Acceptance Criteria**  Events must display dates, times, and descriptions.  Notifications should be sent to relevant users.  Event data should be editable by the admin | | | | | |

| **User Story No: 10** | | **Task: Design a notice board for announcements.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As an admin...  I want to share important announcements...  So that all stakeholders are informed promptly | | | | | |
| **BV:8** | | | **CP:5** | | |
| **Acceptance Criteria**  Notices must appear prominently on the dashboard.  Notifications must be sent to selected users or groups.  Old notices should be archived automatically. | | | | | |

| **User Story No: 11** | | **Task: Create a parent portal for accessing student performance and communication.** | | **Priority: High** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a parent...  I want to view my child's academic progress and communicate with teachers...  So that I can stay updated on their performance and address any concerns. | | | | | |
| **BV:5** | | | **CP:5** | | |
| **Acceptance Criteria**  Parents can log in and view grades, attendance, and fee details.  Messaging feature must allow direct communication with teachers.  Notifications for updates or messages must be sent. | | | | | |

| **User Story No: 12** | | **Task: Design a library management system.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a librarian...  I want to manage book inventory and issue/return records...  So that I can streamline library operations. | | | | | |
| **BV:6** | | | **CP:4** | | |
| **Acceptance Criteria**  Books can be added, updated, and removed from the inventory.  Students and teachers can search and request books.  Issue and return records must be updated in real-time. | | | | | |

| **User Story No: 13** | | **Task: Develop a transport management module.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a transport coordinator...  I want to manage bus routes and student assignments...  So that I can ensure smooth transport operations | | | | | |
| **BV:8** | | | **CP:6** | | |
| **Acceptance Criteria**  Admin can add and edit bus routes and schedules.  Students can view assigned routes.  Notifications must be sent for route changes or delays. | | | | | |

| **User Story No: 14** | | **Task: Implement role-based access for teachers, admins, and parents.** | | **Priority: High** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As an admin...  I want to set role-based permissions...  So that data security is maintained across the system. | | | | | |
| **BV:7** | | | **CP:6** | | |
| **Acceptance Criteria**  Different roles must have access to specific modules and data.  Unauthorized access attempts must trigger an alert.  Admin must be able to modify role permissions as needed. | | | | | |

| **User Story No: 15** | | **Task: Build a performance analytics dashboard for teachers.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a teacher...  I want to view class performance analytics...  So that I can identify students who need extra help. | | | | | |
| **BV:7** | | | **CP:7** | | |
| **Acceptance Criteria**  Teachers can filter data by subject, term, and student.  Visualizations must include graphs for trends and averages.  Data must update in real-time after grade entry | | | | | |

| **User Story No: 16** | | **Task: Enable attendance reports for parents and admins.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a parent...  I want to view detailed attendance reports...  So that I can monitor my child’s school attendance. | | | | | |
| **BV:6** | | | **CP:7** | | |
| **Acceptance Criteria**  Reports must include daily and aggregate attendance.  Admin can export reports as PDFs or Excel files.  Parents can view the current term’s attendance trend | | | | | |

| **User Story No: 17** | | **Task : Enable students and parents to submit and track issue** | | **Task : Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a user...  I want to report and track grievances...  So that my concerns are addressed promptly. | | | | | |
| **BV:5** | | | **CP:7** | | |
| **Acceptance Criteria**  Users can submit complaints via the portal.  Admin can assign complaints to relevant staff members.  Status updates must be visible to the user. | | | | | |

| **User Story No: 18** | | **Task : Allow teachers to upload study material and assignments.** | | **Priority: High** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a teacher...  I want to share course material and assignments with students...  So that they can access resources for learning outside class | | | | | |
| **BV:8** | | | **CP:9** | | |
| **Acceptance Criteria**  Teachers can upload and organize files by subject and topic.  Students can access materials through their portal.  Notifications must be sent when new materials are uploaded | | | | | |

| **User Story No: 19** | | **Task: Integrate notification templates for attendance, grades, and events.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a parent...  I want to receive notifications about important updates...  So that I am always informed about my child’s activities. | | | | | |
| **BV:6** | | | **CP:7** | | |
| **Acceptance Criteria**  Notifications must be customizable based on preferences.  Templates should support attendance, fees, and event alerts.  Notifications must include links to detailed information. | | | | | |

| **User Story No: 20** | | **Task: Integrate a system-wide calendar for scheduling.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a user...  I want to view a centralized school calendar...  So that I can plan around important dates. | | | | | |
| **BV:6** | | | **CP:8** | | |
| **Acceptance Criteria**  Users can view events by month, week, or day.  Calendar must support notifications for upcoming events.  Admin must be able to update the calendar dynamically | | | | | |

| **User Story No: 21** | | **Task: Develop a fee management system for tracking student payments.** | | **Priority: High** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As an accountant...  I want to manage student fee payments...  So that I can ensure timely payment and record keeping. | | | | | |
| **BV:7** | | | **CP:7** | | |
| **Acceptance Criteria**  Fee details must include due dates, paid amounts, and pending amounts.  Notifications for due payments must be sent automatically.  Admin can generate and download fee invoices. | | | | | |

| **User Story No: 22** | | **Task: Implement an exam scheduling module.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a student...  I want to know the exam dates and times...  So that I can prepare for them effectively. | | | | | |
| **BV:7** | | | **CP:8** | | |
| **Acceptance Criteria**  Admin can create and publish exam schedules.  Students and parents can view schedules in the portal.  Notifications for schedule changes must be sent. | | | | | |

| **User Story No: 23** | | **Task: Design a student promotion/demotion workflow.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As an admin...  I want to automate student grade promotions...  So that the process is efficient and error-free. | | | | | |
| **BV:9** | | | **CP:6** | | |
| **Acceptance Criteria**  Admin can approve or edit promotions based on performance.  Records must update automatically for the next academic year.  Notifications must be sent to parents upon promotion. | | | | | |

| **User Story No: 24** | | **Task: Add a bulk data import/export feature for student records.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As an admin...  I want to import and export bulk student data...  So that I can efficiently manage records | | | | | |
| **BV:6** | | | **CP:5** | | |
| **Acceptance Criteria**  Admin can upload or download data in CSV/Excel formats.  System must validate and report errors in the uploaded data.  Exported data must include all relevant fields. | | | | | |

| **User Story No: 25** | | **Task: Create a class timetable management module.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As an admin...  I want to create and manage timetables...  So that classes are organized efficiently | | | | | |
| **BV:8** | | | **CP:7** | | |
| **Acceptance Criteria**  Admin can assign teachers, subjects, and rooms to time slots.  Timetables must be viewable by teachers and students.  Changes to the timetable must trigger notifications | | | | | |

| **User Story No: 26** | | **Task: Implement a teacher performance evaluation system.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a principal...  I want to evaluate teacher performance...  So that I can ensure teaching quality | | | | | |
| **BV:7** | | | **CP:7** | | |
| **Acceptance Criteria**  Teachers receive evaluation scores and feedback reports.  Admin can generate summary reports for all teachers.  Feedback forms must include customizable fields | | | | | |

| **User Story No: 27** | | **Task: Build a parent-teacher meeting scheduler.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a parent...  I want to schedule meetings with teachers...  So that I can discuss my child’s progress. | | | | | |
| **BV:8** | | | **CP:7** | | |
| **Acceptance Criteria**  Parents can view available meeting slots and book them.  Teachers can confirm or reschedule appointments.  Notifications must be sent to both parties. | | | | | |

| **User Story No: 28** | | **Task: Integrate biometric or RFID-based attendance tracking.** | | **Priority: High** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As an admin...  I want to use biometric/RFID for attendance...  So that the process is accurate and automated. | | | | | |
| **BV:7** | | | **CP:6** | | |
| **Acceptance Criteria**  Biometric/RFID data must sync with the system in real time.  Admin can view attendance logs by date and student.  Notifications must be sent for absences. | | | | | |

| **User Story No: 29** | | **Task: Include a disaster recovery mechanism for system backups.** | | **Priority: High** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As an admin...  I want a reliable backup and recovery system...  So that data loss is prevented during failures. | | | | | |
| **BV:6** | | | **CP:5** | | |
| **Acceptance Criteria**  System must create daily backups automatically.  Admin can restore data from backup files.  Notifications for backup status must be sent to the admin | | | | | |

| **User Story No: 30** | | **Task: Develop a system health monitoring dashboard.** | | **Priority: High** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a system admin...  I want to monitor system health...  So that I can identify and fix issues quickly | | | | | |
| **BV:7** | | | **CP:8** | | |
| **Acceptance Criteria**  Dashboard must show system performance metrics in real time.  Error logs must be filterable by date and type.  Alerts must be sent for critical errors | | | | | |

| **User Story No: 31** | | **Task: Build a library management system.** | | **Priority: High** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a librarian...  I want to manage library books and transactions...  So that I can ensure proper usage and availability. | | | | | |
| **BV:9** | | | **CP:6** | | |
| **Acceptance Criteria**  Librarian can add, update, and remove books from the catalog.  System must track book issues, returns, and due dates.  Overdue fines must be automatically calculated and notified | | | | | |

| **User Story No: 32** | | **Task: Add a notification system for important updates like holidays and events.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As an admin...  I want to send notifications to users...  So that they stay updated about important announcements | | | | | |
| **BV:7** | | | **CP:6** | | |
| **Acceptance Criteria**  Notifications can be sent via email, SMS, or the portal.  Users can view all notifications in their dashboard.  Admin can target notifications to specific roles or individuals. | | | | | |

| **User Story No: 33** | | **Task: Create an online examination module** | | **Priority: High** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a teacher...  I want to conduct online exams...  So that I can evaluate students remotely | | | | | |
| **BV:4** | | | **CP:5** | | |
| **Acceptance Criteria**  Teachers can create and publish exams with a time limit.  Students can take exams and submit answers within the portal.  System must auto-grade objective questions and generate scores. | | | | | |

| **User Story No: 34** | | **Task: Implement a transport management system for tracking buses.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a parent...  I want to track my child’s school bus...  So that I can ensure their safety. | | | | | |
| **BV:6** | | | **CP:6** | | |
| **Acceptance Criteria**  Admin can manage bus routes, stops, and schedules.  Parents can view live bus locations on a map.  Notifications must be sent for delays or route changes. | | | | | |

| **User Story No: 35** | | **Task: Add a hostel management module for boarding students.** | |  | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a hostel warden...  I want to manage room and meal plans...  So that boarding facilities run smoothly. | | | | | |
| **BV:7** | | | **CP:8** | | |
| **Acceptance Criteria**  Admin can assign rooms to students and track availability.  Meal plans must be customizable and tied to student preferences.  Fees and dues must be tracked and notified to parents. | | | | | |

| **User Story No: 36** | | **Task: Allow users to submit complaints and track their resolution.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a student...  I want to report issues to the school...  So that they can be resolved quickly. | | | | | |
| **BV:8** | | | **CP:5** | | |
| **Acceptance Criteria**  Users can submit grievances with details and attachments.  Admin can assign grievances to responsible personnel.  Notifications must be sent for updates on the resolution. | | | | | |

| **User Story No: 37** | | **Task: Add a student achievement tracking module.** | | **Priority: Low** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a student...  I want my achievements to be recorded...  So that I can build a portfolio for future opportunities | | | | | |
| **BV:5** | | | **CP:4** | | |
| **Acceptance Criteria**  Students and teachers can add achievements with supporting documents.  Achievements must be categorized (academic, sports, extracurricular).  Admin can generate summary reports of student achievements. | | | | | |

| **User Story No: 38** | | **Task: Automate salary calculation and generate payslips.** | | **Priority: High** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As an HR manager...  I want to manage staff payroll...  So that salaries are accurate and timely | | | | | |
| **BV:4** | | | **CP:3** | | |
| **Acceptance Criteria**  System must calculate salaries based on attendance and allowances.  Payslips can be generated and shared with employees.  Tax deductions must be automated and visible on the payslip. | | | | | |

| **User Story No: 39** | | **Task: Build a student health record module.** | | **Priority: Medium** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a school nurse...  I want to maintain student health records...  So that I can provide better care during emergencies | | | | | |
| **BV:3** | | | **CP:2** | | |
| **Acceptance Criteria**  Admin can add and update health records for students.  Health records must be secure and accessible only to authorized personnel.  Notifications must be sent for upcoming vaccinations or health checkups. | | | | | |

| **User Story No: 40** | | **Task: Add a feature for customizable dashboards for all roles (admin, teacher, student, parent).** | | **Priority: Low** | |
| --- | --- | --- | --- | --- | --- |
| **Value Statement**  As a user...  I want a personalized dashboard...  So that I can access relevant information quickly | | | | | |
| **BV:5** | | | **CP:4** | | |
| **Acceptance Criteria**  Admin can configure dashboard components for each role.  Dashboards must display key metrics (e.g., attendance, grades, tasks).  Users can customize their dashboards with widgets and shortcuts | | | | | |

# **Agile PO Experience**

* **Market Analysis**: Understanding the challenges faced by schools (e.g., operational inefficiencies, lack of centralization, poor communication) and the emerging trends (e.g., digital transformation, demand for analytics) helps in aligning the product to market needs.
* **Enterprise Analysis**: Conducting due diligence on the opportunity to implement an ERP system, assessing benefits like streamlined operations, centralized data, and compliance with regulatory requirements.
* **Product Vision and Roadmap**: Establishing a clear vision for the ERP system, which includes goals like operational efficiency, improved communication, and data-driven decision-making. The roadmap would outline phases like requirement analysis, development, testing, and rollout.
* **Managing Product Features**: Prioritizing features such as attendance automation, fee management, and reporting, based on stakeholder input and the expected ROI. Aligning these features with school needs and the system's goals ensures relevance and effectiveness.
* **Managing Product Backlog**: Creating and managing a backlog of user stories (e.g., attendance module, communication portals), prioritizing them based on criticality, and adjusting as per stakeholder feedback.
* **Managing Overall Iteration Progress**: Monitoring the progress of development phases, conducting sprint reviews, and holding retrospectives to refine the implementation process.

### **Sprint Meetings**

* **Sprint Planning Meeting**: Defining the sprint goals, selecting prioritized backlog items, and detailing tasks for the team.
* **Daily Scrum Meeting**: Monitoring progress through quick, focused updates, identifying blockers, and aligning the team on daily objectives.
* **Sprint Review Meeting**: Showcasing completed work to stakeholders and gathering feedback for continuous improvement.
* **Sprint Retrospective Meeting**: Reflecting on the sprint to identify what went well, what didn’t, and how to improve for future sprints.
* **Backlog Refinement Meeting**: Continuously grooming the backlog to keep it aligned with priorities, ensuring clarity, and preparing for future sprints.

### **User Stories**

* **Story No**: Unique identifier for tracking.
* **Tasks**: Steps needed to complete the user story.
* **Priority**: Importance of the story in achieving business goals.
* **Acceptance Criteria**: Conditions that must be met for the story to be considered complete.
* **BV (Business Value) & CP (Cost of Performance)**: Metrics for evaluating ROI and effort.

### **Role of the Product Owner**

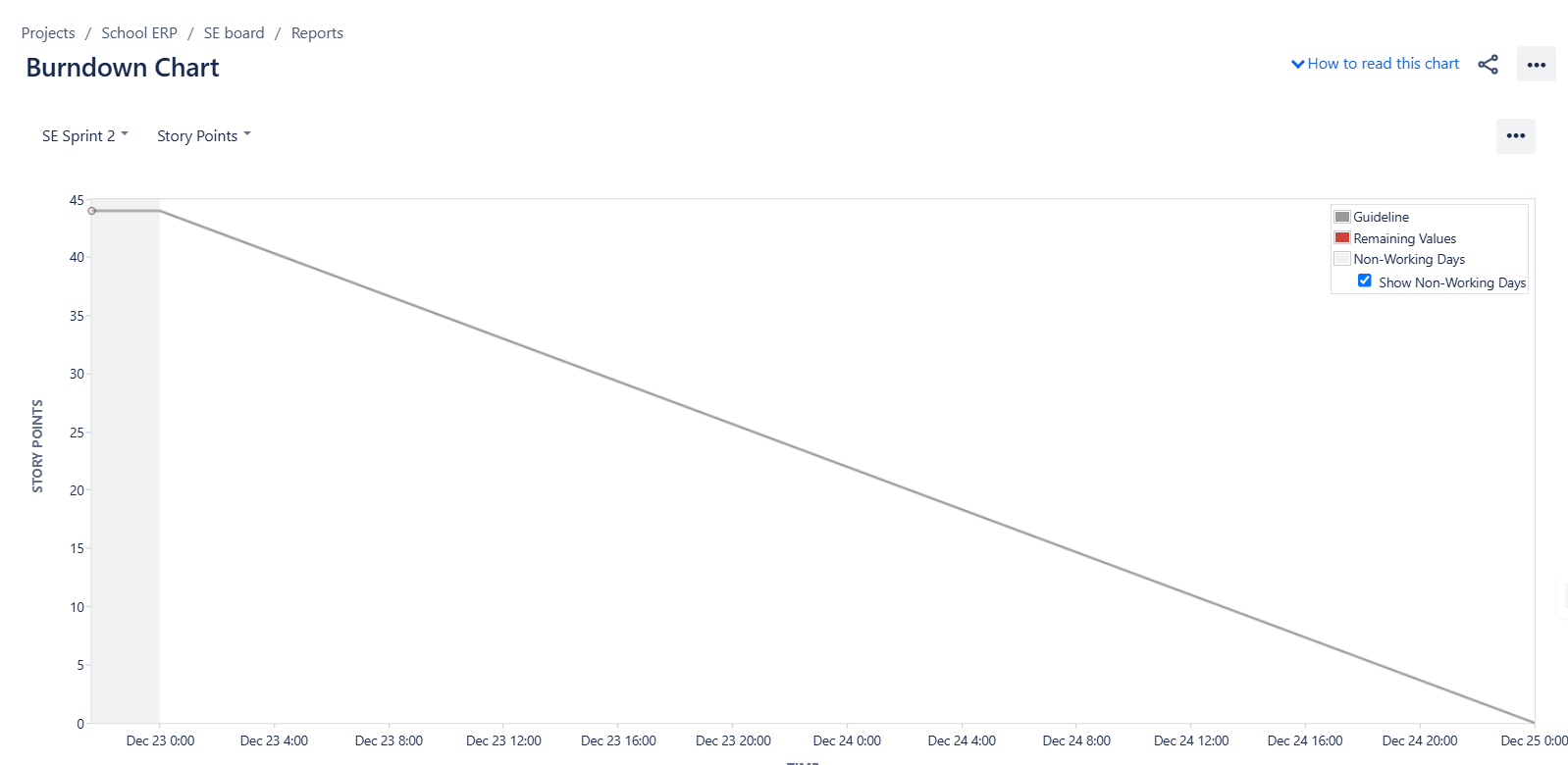
1. **Liaison**: You act as the bridge between stakeholders and the Scrum team, ensuring that business goals are translated into technical deliverables.
2. **Visionary**: Defining the product’s purpose and breaking it down into features and backlog items ensures alignment with market needs and business strategy.
3. **Collaborator**: Close collaboration with Scrum teams helps maintain transparency and ensures project development aligns with stakeholder expectations..

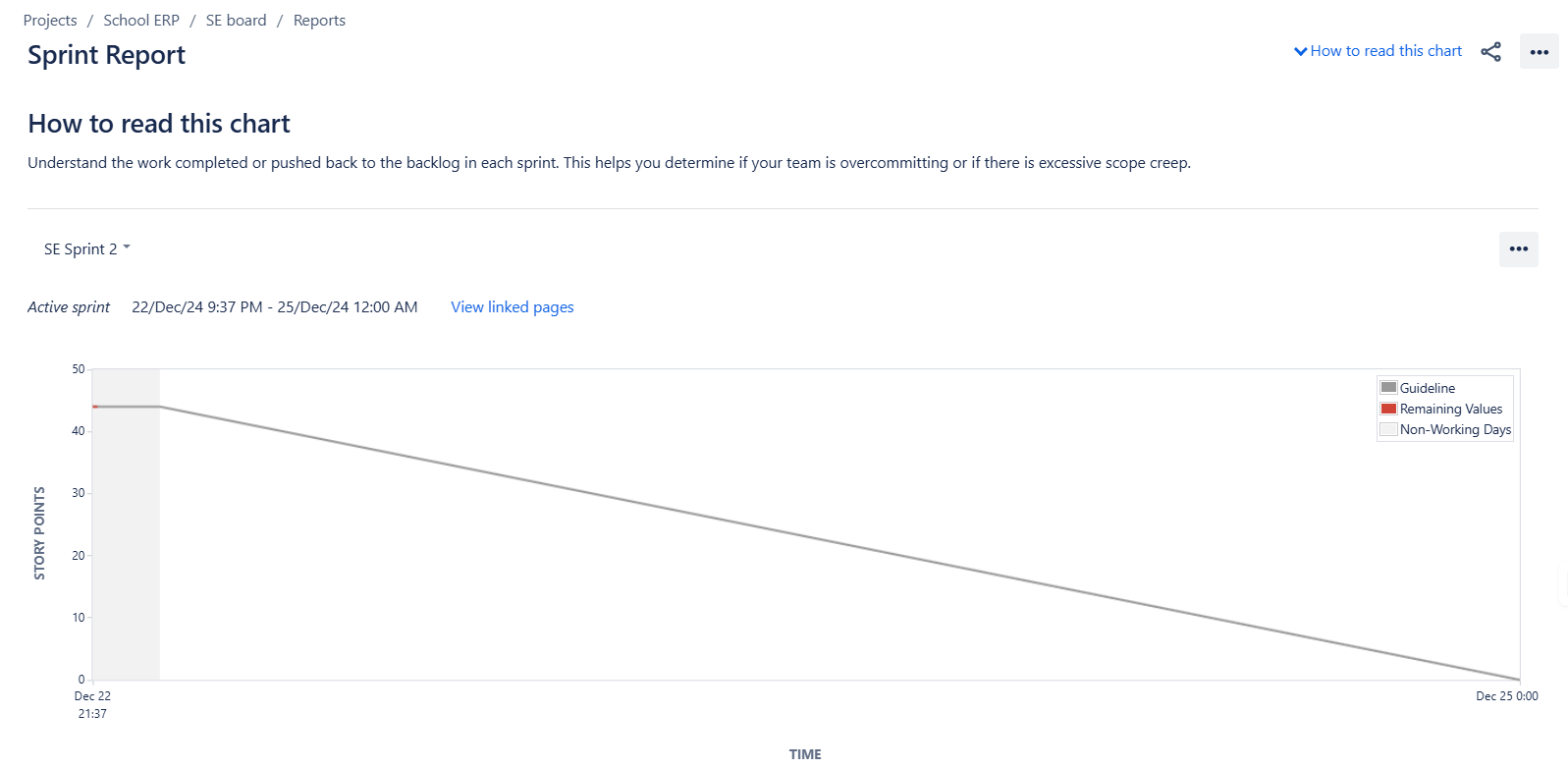
# Product Backlog

| **User Story ID** | **User Story** | **Tasks** | **Priority** | **BV** | **CP** | **Sprint** |
| --- | --- | --- | --- | --- | --- | --- |
| US01 | As an admin, I want to manage student records so that I can keep accurate information of students in one place | 1. Create forms for student records.  2. Test database connectivity. | **High** | **8** | **5** | **Sprint 1** |
| US02 | As a teacher, I want to upload grades so that students and parents can view academic progress online | 1. Design grade upload feature.  2. Develop integration with the student portal. | **Medium** | **6** | **4** | **Sprint 2** |
| US03 | As a parent, I want to receive fee payment reminders so that I can pay on time without any penalties | 1. Create a notification system for reminders.  2. Set up scheduling logic | **High** | 7 | 3 | **Sprint 1** |
| US04 | As a principal, I want to generate reports on school attendance so that I can monitor overall attendance trends. | 1. Implement attendance data reports.  2. Add data export feature. | **Medium** | **5** | **4** | **Sprint 2** |
| US05 | As a student, I want to check my timetable online so that I can manage my study schedule effectively. | 1. Build timetable view page. 2. Ensure mobile comp**atibility** | **High** | **9** | **4** | **Sprint 1** |

# Sprint Backlog

| **User Story ID** | **User Story** | **Tasks** | **Owner** | **Status** | **Estimated Efforts** |
| --- | --- | --- | --- | --- | --- |
| US01 | As an admin, I want to manage student records so that I can keep accurate information of students in one place | 1. Create forms for student records.  2. Test database connectivity | Dev Team | In Progress | 8 hours |
| US02 | As a teacher, I want to upload grades so that students and parents can view academic progress online | 1. Design grade upload feature.  2. Develop integration with the student portal. | Dev Team | To Do | 12 hours |
| US03 | As a parent, I want to receive fee payment reminders so that I can pay on time without any penalties | 1. Create a notification system for reminders.  2. Set up scheduling logic | QA Team | In Progress | 10 hours |
| US04 | As a principal, I want to generate reports on school attendance so that I can monitor overall attendance trends | 1. Implement attendance data reports.  2. Add data export feature. | Dev Team | To Do | 16 hours |
| US05 | As a student, I want to check my timetable online so that I can manage my study schedule effectively. | 1. Build timetable view page.  2. Ensure mobile compatibility. | Dev Team | In Review | 6 hours |





# **Sprint meetings**

## Meeting Type 1: Sprint Planning meeting

| **Date** | 22nd December 2024 |
| --- | --- |
| **Time** | 10:00 AM - 11:30 AM |
| **Location** | Zoom Link |
| **Prepared by** | Pratik Meshram |
| **Attendees** | Scrum Master: Amit Sharma  Product Owner: Neha Gupta  Development Team Members: Rajesh Kumar, Priya Sen, John Doe  QA Team: Ananya Verma  Observers: School Principal, IT Coordinator |

**Agenda Topic**

| **Topic** | **Presenter** | **Time allotted** |
| --- | --- | --- |
| Review previous sprint | Amit Sharma | 10 minutes |
| Define sprint goals | Neha Gupta | 15 minutes |
| Select backlog items | Neha Gupta | 20 minutes |
| Estimate effort (Story Points) | Priya Sen | 20 minutes |
| Create sprint backlog | Amit Sharma | 20 minutes |
| Q&A | Team Members | 10 minutes |

**Other Information**

* Observers: School Principal, IT Coordinator
* Resources: Jira Board, APIs for SMS/Email Notifications, Payment Gateway Documentation.
* Special Notes: Ensure all API integrations are thoroughly tested in a staging environment

## Meeting Type 2: Sprint review meeting

| **Date** | 22nd December 2024 |
| --- | --- |
| **Time** | 10:00 AM - 11:30 AM |
| **Location** | Zoom Link |
| **Prepared by** | Pratik Meshram |
| **Attendees** | Scrum Master: Amit Sharma  Product Owner: Neha Gupta  Development Team Members: Rajesh Kumar, Priya Sen, John Doe  QA Team: Ananya Verma  Observers: School Principal, IT Coordinator |

| **Sprint Status** | **Things to demo** | **Quick Updates** | **What’s Next** |
| --- | --- | --- | --- |
| Sprint SE Sprint 2: 22 Dec – 25 Dec, 5 Issues. | Student Records Management: | Resolved 2 major bugs in the fee | Complete remaining tasks for SE-4 and |
| Progress: 3 tasks in progress (SE-1, SE-2, SE-3); 2 tasks pending (SE-4, SE-5). | - Admin’s ability to manage records. | management module (SE-2). | SE-5 in the next sprint. |
| 60% tasks completed. | 2. Fee Payment Reminders: | Improved UI for timetable tracking. | Conduct testing for SE-4 and SE-5. |
|  | - Automated reminders for parents | Received feedback from stakeholders. |  |
|  | 3. Timetable Management: | Issues in notification setup resolved. |  |

## Meeting Type 3: Sprint retrospective meeting

| **Date** | 22nd December 2024 |
| --- | --- |
| **Time** | 10:00 AM - 11:30 AM |
| **Location** | Zoom Link |
| **Prepared by** | Pratik Meshram |
| **Attendees** | Scrum Master: Amit Sharma  Product Owner: Neha Gupta  Development Team Members: Rajesh Kumar, Priya Sen, John Doe  QA Team: Ananya Verma  Observers: School Principal, IT Coordinator |

| **Agenda** | **What Went Well** | **What Didn’t Go Well** | **Questions** | **Reference** |
| --- | --- | --- | --- | --- |
| Requirement Analysis | Stakeholder workshops were highly effective in gathering needs | Time taken to finalize requirements exceeded the planned three weeks | How can we streamline requirement finalization for future projects? | Page 8 of the PDF file |
| System Design & Customization | Modular architecture ensured flexibility for scaling | Customizing workflows for specific school needs was more time-consuming than anticipated | What lessons can we apply to future modular customizations? | Page 16 of the PDF file |
| Data Migration | Data cleansing tools minimized errors during migration. | Some legacy data had inconsistencies that caused delays in integration. | How can we better prepare legacy data for migration in future projects? | Page 17 of the PDF file |
| Training & Support | Training materials were well-received by stakeholders | Adoption of the system by some staff members faced resistance | How can we improve user adoption strategies in similar projects? | Page 19 of the PDF file |
| Implementation & Deployment | Pilot testing helped identify and fix early issues. | Downtime during deployment caused minor disruptions to school operations | How can we ensure minimal downtime in future rollouts? | Page 18 of the PDF file |

## Meeting Type 4: Daily Standup meeting

| **Questions** | **Name/Role** | **From 18-12-2024 to 23-12-2024** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mon** | | **Tue** | | **Wed** | | **Thu** | | **Fri** | |
| **What did**  **you do**  **yesterday?** | Developer 1 | Worked on data migration scripts. | | Completed payroll data mapping | | Tested migration scripts in staging | | Resolved data inconsistencies | | Finalized payroll testing | |
| Developer 2 | Fixed bugs in attendance module. | | Tested attendance module in staging | | Integrated feedback from QA | | Optimized attendance workflows | | Prepared demo for stakeholders | |
| Developer 3 | Completed UI adjustments for dashboard. | | Addressed minor UI feedback | | Enhanced responsiveness for UI | | Tested UI on multiple devices | | Finalized UI for presentation | |
| **What will**  **you do**  **today?** | Developer 1 | Start payroll testing in staging. | | Address testing bugs | | Finalize testing for deployment | | Prepare deployment notes | | Validate deployment with QA | |
| Developer 2 | Work on deployment scripts. | | Finalize staging deployment | | Test workflows for edge cases. | | Validate changes in the staging environment | | Support demo preparation | |
| Developer 3 | Review design feedback. | | Optimize UI for performance | | Collaborate with Developer 1 for testing UI integration | | Test final UI version | | Assist in stakeholder presentation | |
| **What (if**  **any) is**  **blocking**  **your**  **progress?** | Developer 1 | Awaiting updated payroll data. | | No blockers | | Minor delays due to incomplete data samples | | No blockers | | None | |
| Developer 2 | Approval for DB schema changes | | No blockers | | Debugging unexpected workflow errors | | No blockers | | None | |
| Developer 3 | Backend endpoints not finalized | | Backend endpoints completed | | Delayed feedback from QA | | No blockers | | None | |

***END of Document***