**Live Project - Agile Document**

**Document 1: Definition of Done**

Definition of Done (DoD) Checklist for BitCode LMS Project

| User Story: Definition of Done Checklist | Sprint: Definition of Done Checklist | Release: Definition of Done Checklist |
| --- | --- | --- |
| * Produced Code for Presumed Functionality.

The Code works for the functionality of providing courses to registered students.  | * Featured ok-ed by UX Designer.

All the Features of the project have received approval from the UX Designer. | * Project Deployed on a Test Environment identical to the production platform.

We were successful in deploying the project on the Test Environment which was identical to the production platform in the deployment phase. |
| * Assumption of User Story met.

All the Assumptions of User Story comply with the actual functionality of the code. | * QA Performed and issue resolved.

Quality Assurance was performed on the code and all the bugs of the code were resolved completely. | * Feature is tested against Acceptance Criteria.

All the Features of the Code are matching completely to the Acceptance Criteria of the Project.  |
| * Project builds without error

During the Final Testing Phase no errors were discovered. | * Refactoring Completed

The Refactoring Process is successfully completed. | * Peer Code Review Performed

Review of Peer Code is successfully performed by the group of Testers. |
| * Unit Tests written and passed.

All the Unit Tests have passed successfully at the time of testing and developing. | * Any Configuration or Build Changes Documented.

All the Changes to the Configuration or Build of the Code are documented. |  |
| * Tests on devices/browsers listed in the project assumption passed.

The System works on the devices/browsers listed in the project assumption. | * Documentation Updated.

All the necessary required Documents are updated as we proceed with the project. |  |
| * Feature is ok-ed by Product Owner.

All the Features of the Project are approved by the Product Owner. |  |  |

**Document 2: Product Vision**

| **Scrum Project Name:** | BitCode LMS |  |  |
| --- | --- | --- | --- |
| **Venue:** | Meeting Room -12 |  |  |
| **Date:** | **Start Time:**09:00 am | **End Time:** 11:30 am | **Duration:** 02:30 Hrs |
| **Client:** | BitCode |  |  |
| **Stakeholder list:** | Student Mentors Institute Administration IT Department |  |  |
| **Scrum Team** |
| **Scrum Master:** | Priya Kapoor |  |  |
| **Product Owner:** | Sneha Bhanji |  |  |
| **Scrum Developer 1:** | Anil Mehta |  |  |
| **Scrum Developer 2:** | Neha Singh |  |  |
| **Scrum Developer 3:** | Rajesh Patel |  |  |
| **Scrum Developer 4:** | Sneha Nair |  |  |
| **Scrum Developer 5:** | Amit Khanna |  |  |

| **Vision:** What is your vision, your overarching goal for creating the product?The overarching goal creating the BitCode LMS platform is to bridge the gap between students and the institute by facilitating smoother communication, providing timely updates about students progress, and offering insights into everything happening on campus. |
| --- |
| **Target group**Market SegmentThe product addresses the educational sector, specifically targeting institutes looking to enhance student-mentor communication.**Target Users & Customers**- Student- Mentors and administrative staff- Institute management | **Needs**ProblemThe current communication channels between students and institutes are fragmented and inefficient, leading to misunderstandings and delays in important updates.**Benefit**BitCode platform will streamline communication, ensuring students receive timely updates and information about students progress and institute activities, thereby fostering a better student-institute relationship. | **Product**What product is it?BitCode is an integrated communication platform that provides dashboards, course updates, timetables, exam schedules, results, fee details, mail to mentor and staff, announcements, and information on upcoming events.**Is it possible to develop the product?**Yes, it is feasible to develop the product given the current technology and resources available. | **Value**How is the product going to benefit the company?Improved student satisfaction and engagement. Enhanced institute reputation and credibility.Streamlined communication processes, reducing administrative burden.**What are the business goals?**Increase student engagement and satisfaction by 30% within the first year.Achieve a 50% reduction in communication-related queries directed to the administration. Provide a scalable solution that can be adapted for use in other institutes.**What is the business model?** The platform could be offered as a subscription-based service to institutes, with additional customization and support services available. |

**Document 3: User stories**

| **User story No:** 01 | **Tasks:** 02 | **Priority:** High |
| --- | --- | --- |
| **Value Statement:**As a new Student,I want to Register for BitCode LMSSo that I can access the system. |
| **BV:** 1000 | **CP:** 10 |
| **Acceptance criteria:**- Register screen.- Text Boxes for User Name, Password, Photo ID, Mobile No, Email, Address, Phone Number.- Click on Register Button.- Send Successful Notification to the user. |

| **User Story No:** 02 | **Tasks:** 02 | **Priority:** Medium |
| --- | --- | --- |
| **Value Statement:**As a registered user, I want to log into the bitCode LMS So that I can access my account. |
| **BV:** 1000 | **CP:** 10 |
| **Acceptance Criteria:**- Students can access the login page from the main landing page.- Students must enter their login id and password to log in.- The system validates the students credentials.- Successful login redirects the user to their dashboard. |

| **User Story No:** 03 | **Tasks:** 02 | **Priority:** High |
| --- | --- | --- |
| **Value Statement:**As a Student,I want to view academic progressSo that I can stay informed about performance. |
| **BV:** 500 | **CP:** 10 |
| **Acceptance Criteria:**- Students can view pass percentage.- Students can see attendance records.- Students receive notifications for any significant academic updates. |

| **User story No:** 04 | **Tasks:** 02 | **Priority:** Medium |
| --- | --- | --- |
| **Value Statement:**As a Student,I want to communicate with my mentor’s So that I can discuss academic and behavioural progress |
| **BV:** 1000 | **CP:** 10 |
| **Acceptance criteria:****-** Students can send messages to mentors.- Mentors can reply to messages from students.- Notifications are sent for new messages. |

| **User story No:** 05 | **Tasks:** 02 | **Priority:** High |
| --- | --- | --- |
| **Value Statement:**As a Student, I want to access institute announcementsSo that I can stay updated about events and important notices. |
| **BV:** 500 | **CP:** 05 |
| **Acceptance criteria:**- Students receive notifications for new announcements.- Announcements are categorized by type (events, notices, etc.). |

| **User story No:** 06 | **Tasks:** 02 | **Priority:** Medium |
| --- | --- | --- |
| **Value Statement:**As a Student,I want to update my personal informationSo that the institute has my current contact details. |
| **BV:** 500 | **CP:** 05 |
| **Acceptance criteria:**- Students can update their phone number, email, and address.- Changes are reflected in the system immediately.- Students receive confirmation upon successful update. |

| **User story No:** 07 | **Tasks:** 02 | **Priority:** Medium |
| --- | --- | --- |
| **Value Statement:**As a student,I want to view institute calendarSo that I can keep track of important dates and events. |
| **BV:** 500 | **CP:** 05 |
| **Acceptance criteria:** - Students can view the weekly calendar.- Calendar events are categorized by type (holidays, exams, etc.).  |

| **User story No:** 08 | **Tasks:** 02 | **Priority:** Medium |
| --- | --- | --- |
| **Value Statement:**As a student,I want to register for institute events,So that I can participate in sessions. |
| **BV:** 500 | **CP:** 05 |
| **Acceptance criteria:****-** Students can view upcoming events.- Students can register for events through the platform.- Students receive confirmation upon successful registration. |

| **User Story No:** 09 | **Tasks:** 02 | **Priority:** Medium |
| --- | --- | --- |
| **Value Statement:**As a mentor,I want to create assessments,So that I can test my Students. |
| **BV:** 500 | **CP:** 05 |
| **Acceptance Criteria:**- Mentors can access the Create Assessment page.- The system allows instructors to provide a title, description, and time limit for the assessment.- Mentors can add questions to the assessment as per the course module.- Assessments can be saved and edited later. |

| **User Story No:** 10 | **Tasks:** 02 | **Priority:** Medium |
| --- | --- | --- |
| **Value Statement:**As a mentor,I want to enable randomized question order in assessments,So that each Student receives a unique assessment. |
| **BV:** 500 | **CP:** 05 |
| **Acceptance Criteria:**- Mentors can activate the randomized feature for an assessment.- When students access the assessment, question and/or answer choices are presented in a random order.- The system ensures that the order is truly randomized. |

| **User Story No:** 11 | **Tasks:** 02 | **Priority:** Medium |
| --- | --- | --- |
| **Value Statement:**As a mentor,I want to set a timer for each assessment,So that students manage their time effectively. |
| **BV:** 500 | **CP:** 05 |
| **Acceptance Criteria:**- Mentors can define the time limit for an assessment.- The timer accurately counts down from the specified time limit.- The system will log out automatically after the specified time limit is over. |

| **User story No:** 12 | **Tasks:** 02 | **Priority:** High |
| --- | --- | --- |
| **Value Statement:**As a Mentor,I want to update student percentage So that students can stay informed about their academic performance. |
| **BV:** 500 | **CP:** 05 |
| **Acceptance criteria:**- Mentors can enter and upgrade their percentage.- Percentages are visible to students immediately.- Mentors can add comments if needed. |

| **User story No:** 13 | **Tasks:** 02 | **Priority:** Medium |
| --- | --- | --- |
| **Value Statement:**As a mentor,I want to communicate with students So that I can discuss student progress and address any concerns. |
| **BV:** 500 | **CP:** 05 |
| **Acceptance criteria:**- Mentors can send and receive messages to students.- Mentors receive notifications for new messages.- Communication history is stored and accessible. |

| **User story No:** 14 | **Tasks:** 02 | **Priority:** Medium |
| --- | --- | --- |
| **Value Statement:**As a mentor,I want to post course announcements So that students are informed about important course updates. |
| **BV:** 500 | **CP:** 05 |
| **Acceptance criteria:**- Mentors can create and post announcements.- Announcements are visible to all students.- Mentors can categorize announcements by type. |

| **User story No:** 15 | **Tasks:** 02 | **Priority:** High |
| --- | --- | --- |
| **Value Statement:**As a mentor,I want to manage attendance records So that the institute has accurate information about student attendance. |
| **BV:** 500 | **CP:** 05 |
| **Acceptance criteria:**- Mentors can mark attendance daily.- Attendance records are accessible to students.- Mentors can add comments on attendance records. |

| **User Story No:** 16 | **Tasks:** 02 | **Priority:** Medium |
| --- | --- | --- |
| **Value Statement:**As a mentor,I want to create a question bank to store questions, So that I can easily select questions for assessments.  |
| **BV:** 500 | **CP:** 02 |
| **Acceptance Criteria:**- Mentors can access the Question Bank page.- The system allows instructions to create categories or topics for organizing questions- Mentors can add, edit, and delete questions in the question bank.- When creating assessments, instructors can select questions from the question bank. |

| **User story No:** 17 | **Tasks:** 02 | **Priority:** High |
| --- | --- | --- |
| **Value Statement:**As an admin,I want to create and manage user roles and permissions So that I can ensure proper access control within the system |
| **BV:** 500 | **CP:** 05 |
| **Acceptance criteria:**- Admin can create, update, and delete roles.- Admin can assign permissions to each role.- Users see only the functionalities they have permissions for.  |

| **User story No:** 18 | **Tasks:** 02 | **Priority:** Medium |
| --- | --- | --- |
| **Value Statement:**As an admin,I want to manage the institute calendar So that all important dates and events are accurately recorded and communicated. |
| **BV:** 500 | **CP:** 05 |
| **Acceptance criteria:**- Admin can add, update, and delete calendar dates.- Calendar updates are visible to all users.- Admin can categorize events by type. |

| **User story No:** 19 | **Tasks:** 02 | **Priority:** High |
| --- | --- | --- |
| **Value Statement:**As an admin,I want to approve new user registrationsSo that only authorized individuals can access the system. |
| **BV:** 500 | **CP:** 05 |
| **Acceptance criteria:**- Admin can view and approve/reject new user registrations.- Users receive notifications upon approval or rejections.- Approved users gain access to the system immediately.  |

| **User story No:** 20 | **Tasks:** 02 | **Priority:** High |
| --- | --- | --- |
| **Value Statement:**As an admin,I want to post site-wide announcementsSo that all users are informed about important updates and events |
| **BV:** 500 | **CP:** 05 |
| **Acceptance criteria:**- Admin can create and post announcements.- Announcements are visible to all users.-Admin can categorize announcements by type. |

| **User story No:** 21 | **Tasks:** 02 | **Priority:** Medium |
| --- | --- | --- |
| **Value Statement:**As an admin,I want to generate reportsSo that I can analyse data and make informed decisions |
| **BV:** 200 | **CP:** 02 |
| **Acceptance criteria:**- Admin can generate reports on user activity, academic performance, attendance, etc.- Reports can be exported in various formats (PDF, Excel,etc.).- Admin can schedule automated report generation. |

| **User Story No:** 22 | **Tasks:** 02 | **Priority:** High |
| --- | --- | --- |
| **Value Statement:**As an admin,I want to check student fee status,So that students get timely reminder messages. |
| **BV:** 200 | **CP:** 02 |
| **Acceptance Criteria:**- View all student payment status course wise.- Check student pending status of fees- Send reminder messages to students based on remaining fee installments. |

| **User Story No:** 23 | **Tasks:** 02 | **Priority:** Low |
| --- | --- | --- |
| **Value Statement:**As an admin,I want to change status of the student account,So that I can change the account status of the student according to its subscription. |
| **BV:** 200 | **CP:** 02 |
| **Acceptance Criteria:**- By active status students should be able to login into the system.- Admin should be able to change active status to suspend temporarily.- Admin should be able to delete the student account which is no longer in use. |

| **User Story No:** 24 | **Tasks:** 02 | **Priority:** High |
| --- | --- | --- |
| **Value Statement:**As an admin,I want to login into the dashboard,So that I can access my account. |
| **BV:** 200 | **CP:** 02 |
| **Acceptance Criteria:**- Admin can access the login page from the main landing page.- Admin must enter their login id and password to log in.- The system validates the admin credentials.- Successful login redirects the user to their dashboard. |

| **User Story No:** 25 | **Tasks:** 02 | **Priority:** High |
| --- | --- | --- |
| **Value Statement:**As a mentor,I want to login into the dashboard,So that I can access my account. |
| **BV:** 200 | **CP:** 02 |
| **Acceptance Criteria:**- Mentor can access the login page from the main landing page.- Mentors must enter their login id and password to log in.- The system validates the mentor credentials.- Successful login redirects the user to their dashboard. |

| **User Story No:** 26 | **Tasks:** 02 | **Priority:** Medium |
| --- | --- | --- |
| **Value Statement:**As a student,I want to enter my daily logs,So that I can track my study hours. |
| **BV:** 500 | **CP:** 05 |
| **Acceptance Criteria:**- Students should be able to enter topic, subtopics.- Students should be able to enter start time,end time and duration.- Students should be able to enter doubts if any related to that topic. |

| **User Story No:** 27 | **Tasks:** 02 | **Priority:** Low |
| --- | --- | --- |
| **Value Statement:**As a student,I want to see my study logs,So that I can see doubts related to my topics covered. |
| **BV:** 500 | **CP:** 05 |
| **Acceptance Criteria:**- Students should be able to search doubts entered by them.- Students should be able to see doubts topic wise.- Students should be able to see doubts sub-topic wise.- Students should be able to enter questions related to topics which are already saved. |

| **User Story No:** 28 | **Tasks:** 02 | **Priority:** Medium |
| --- | --- | --- |
| **Value Statement:**As a student,I want to see study plan,So that I can prepare my course module accordingly. |
| **BV:** 500 | **CP:** 05 |
| **Acceptance Criteria:**- Students should be able to see their study plan.- Students should be able to find their study plan topic wise.- Students should be able to find their study plan subtopic wise. |

| **User Story No:** 29 | **Tasks:** 02 | **Priority:** High |
| --- | --- | --- |
| **Value Statement:**As an admin,I want to have terms & conditions,So that students are clear about do’s & don’ts. |
| **BV:** 500 | **CP:** 05  |
| **Acceptance Criteria:**- Terms & Conditions page should be displayed.- Students should accept terms & conditions.- Admin should be able to edit terms & conditions timely as per need of the institute. |

| **User Story No:** 30 | **Tasks:** 02 | **Priority:** High |
| --- | --- | --- |
| **Value Statement:**As an admin,I want to post jobs on daily basis into the portal,So that students can apply accordingly |
| **BV:** 500 | **CP:** 05 |
| **Acceptance Criteria:**- Admin should be able to post job descriptions.- Admin should be able to post job titles.- Admin should be able to post a job location.- Students should be able to apply to jobs. |

**Document 4: Agile PO Experience**

As the Product Owner (PO) for the BitCode LMS project I hold a strategic role, ensuring that the platform meets the needs of students, mentors and admin by facilitating smooth communication and keeping student’s updated about their progress and institute activities. Below is a detailed breakdown of the PO’s responsibilities and key activities:

**1. Market Analysis**

**Analysis of Market Need/Demand:**

* Identified the need for a platform that bridges the communication gap between students and institute.
* Understood the demand for features that allow students to stay informed about their academic progress and institute events.

**Availability of Similar Products:**

* Researched existing products in the market.
* Analyzed their strengths and weaknesses to identify opportunities for differentiation and improvement in BitCode LMS.

**2. Enterprise Analysis**

**Due Diligence on Market Opportunity:**

* Conducted thorough research to validate the market opportunity.
* Assessed the potential user base and their specific needs.

**3. Product Vision and Roadmap**

**Product Vision:**

* Developed a clear vision for BitCode LMS that addresses the identified needs and market demand.

**Product Roadmap:**

* Created a roadmap outlining high-level features and a timeline for their delivery.
* Ensured the roadmap aligns with stakeholder expectations and business goals.

**4. Managing Product Features:**

**Managing Stakeholder Expectations:**

* Engage with stakeholders to understand their needs and priorities.
* Communicated regularly to manage expectations and keep stakeholders informed.

**Prioritization of Epics, Stories, and Features:**

* Prioritized features based on their importance and value.

**5. Managing Product Backlog**

**Prioritization of User Stories:**

* Ranked user stories based on their importance and value.

**Reprioritization Based on Stakeholder Needs:**

* Continuously adjusted priorities based on changing stakeholder needs and feedback.

**Epics Planning:**

* Planned and managed larger epics that encompass multiple user stories.

**6. Managing Overall Iteration Progress**

**Sprint Progress Review:**

* Regularly reviewed the progress of each sprint to ensure alignment with goals.

**Reprioritization of Sprints and Epics:**

* Adjusted priorities and plans as needed based on sprint progress and feedback.

**Sprint Retrospectives with Business Analyst:**

* Conducted retrospectives to identify improvement areas and implement changes.

**Sprint Meetings Facilitation**

1. **Sprint Planning Meeting:**

Planned the work to be completed in the upcoming sprint.

1. **Daily Scrum Meeting:**

Conducted daily stand-up to track progress and address any blockers.

1. **Sprint Review Meeting:**

 Reviewed the completed work with stakeholders at the end of each sprint.

1. **Sprint Retrospective Meeting:**

Reflected on the sprint to identify successes and areas for improvement.

1. **Backlog Refinement Meeting:**

Continuously refined and prioritized the backlog.

**User Stories Creation**

User Stories Development

* Created detailed user stories with clear acceptance criteria, tasks, priority, business value(BV), and complexity points(CP).
* Ensured user stories were aligned with the overall product vision and goals.

**Scrum Liaison Role**

1. **Communication with Business Stakeholders:**
* Served as the primary point of contact between business stakeholders and the Scrum team.
* Ensured stakeholders were informed about project development and progress.
1. **Collaboration with Scrum Teams:**
* Worked closely with Scrum teams to translate the product vision into actionable features.
* Defined product features and broke them down into manageable product backlog items.

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

**Product backlog:**

| **User Story ID** | **User Story** | **Tasks** | **Priority** | **BV** | **CP** | **Sprint** |
| --- | --- | --- | --- | --- | --- | --- |
| US001 | As a new Student,I want to Register for BitCode LMSSo that I can access the system. | 02 | High | 1000 | 10 | 1 |
| US002 | As a registered user, I want to log into the bitCode LMS So that I can access my account. | 02 | Medium | 1000 | 10 | 1 |
| US003 | As a Student,I want to view academic progressSo that I can stay informed about performance. | 02 | High | 500 | 10 | 1 |
| US004 | As a Student,I want to communicate with my mentor’s So that I can discuss academic and behavioural progress. | 02 | Medium | 1000 | 10 | 1 |
| US005 | As a Student, I want to access institute announcementsSo that I can stay updated about events and important notices. | 02 | High | 500 | 05 | 2 |
| US006 | As a Student,I want to update my personal informationSo that the institute has my current contact details. | 02 | Medium | 500 | 05 | 2 |
| US007 | As a student,I want to view institute calendarSo that I can keep track of important dates and events. | 02 | Medium | 500 | 05 | 2 |
| US008 | As a student,I want to register for institute events,So that I can participate in sessions. | 02 | Medium | 500 | 05 | 2 |
| US009 | As a mentor,I want to create assessments,So that I can test my Students. | 02 | Medium | 500 | 05 | 2 |
| US010 | As a mentor,I want to enable randomized question order in assessments,So that each Student receives a unique assessment. | 02 | Medium | 500 | 05 | 3 |
| US011 | As a mentor,I want to set a timer for each assessment,So that students manage their time effectively. | 02 | Medium | 500 | 05 | 3 |
| US012 | As a Mentor,I want to update student percentage So that students can stay informed about their academic performance. | 02 | High | 500 | 05 | 3 |
| US013 | As a mentor,I want to communicate with students So that I can discuss student progress and address any concerns. | 02 | Medium | 500 | 05 | 3 |
| US014 | As a mentor,I want to post course announcements So that students are informed about important course updates. | 02 | Medium | 500 | 05 | 3 |
| US015 | As a mentor,I want to manage attendance records So that the institute has accurate information about student attendance. | 02 | High | 500 | 05 | 4 |
| US016 | As a mentor,I want to create a question bank to store questions, So that I can easily select questions for assessments.  | 02 | Medium | 500 | 02 | 4 |
| US017 | As an admin,I want to create and manage user roles and permissions So that I can ensure proper access control within the system**.** | 02 | High | 500 | 05 | 4 |
| US018 | As an admin,I want to manage the institute calendar So that all important dates and events are accurately recorded and communicated. | 02 | Medium | 500 | 05 | 4 |
| US019 | As an admin,I want to approve new user registrationsSo that only authorized individuals can access the system. | 02 | High | 500 | 05 | 4 |
| US020 | As an admin,I want to post site-wide announcementsSo that all users are informed about important updates and events. | 02 | High | 500 | 05 | 2 |
| US021 | As an admin,I want to generate reportsSo that I can analyse data and make informed decisions. | 02 | Medium | 200 | 02 | 2 |
| US022 | As an admin,I want to check student fee status,So that students get timely reminder messages. | 02 | High | 200 | 02 | 3 |
| US023 | As an admin,I want to change status of the student account,So that I can change the account status of the student according to its subscription. | 02 | Low | 200 | 02 | 4 |
| US024 | As an admin,I want to login into the dashboard,So that I can access my account. | 02 | High | 200 | 02 | 4 |
| US025 | As a mentor,I want to login into the dashboard,So that I can access my account. | 02 | High | 200 | 02 | 4 |
| US026 | As a student,I want to enter my daily logs,So that I can track my study hours. | 02 | Medium | 500 | 05 | 4 |
| US027 | As a student,I want to see my study logs,So that I can see doubts related to my topics covered. | 02 | Low | 500 | 05 | 4 |
| US028 | As a student,I want to see study plan,So that I can prepare my course module accordingly. | 02 | Medium | 500 | 05 | 5 |
| US029 | As an admin,I want to have terms & conditions,So that students are clear about do’s & don’ts. | 02 | High | 500 | 05 | 5 |
| US030 | As an admin,I want to post jobs on daily basis into the portal,So that students can apply accordingly. | 02 | High | 500 | 05 | 5 |

**Sprint Backlog:**

| **User Story ID** | **User Story** | **Tasks** | **Owner** | **Status** | **Estimated Effort (hours)** |
| --- | --- | --- | --- | --- | --- |
| US001-S1 | As a new Student,I want to Register for BitCode LMSSo that I can access the system. | 02 | Student Team | In progress | 16 |
| US002-S1 | As a registered user, I want to log into the bitCode LMS So that I can access my account. | 02 | Student Team | To Do | 12 |
| US003-S1 | As a Student,I want to view academic progressSo that I can stay informed about performance. | 02 | Student Team | In progress | 14 |
| US004-S1 | As a Student,I want to communicate with my mentor’s So that I can discuss academic and behavioural progress. | 02 | Student Team | To Do | 18 |
| US005-S1 | As a Student, I want to access institute announcementsSo that I can stay updated about events and important notices. | 02 | Student Team | To Do | 16 |
| US006-S1 | As a Student,I want to update my personal informationSo that the institute has my current contact details. | 02 | Student Team | To Do | 20 |
| US007-S1 | As a student,I want to view institute calendarSo that I can keep track of important dates and events. | 02 | Student Team | To Do | 12 |
| US008-S1 | As a student,I want to register for institute events,So that I can participate in sessions. | 02 | Mentor Team | In progress | 14 |
| US009-S1 | As a mentor,I want to create assessments,So that I can test my Students. | 02 | Mentor Team | To Do | 12 |
| US010-S1 | As a mentor,I want to enable randomized question order in assessments,So that each Student receives a unique assessment. | 02 | Mentor Team | To Do | 16 |
| US011-S1 | As a mentor,I want to set a timer for each assessment,So that students manage their time effectively. | 02 | Mentor Team | To Do | 10 |
| US012-S1 | As a Mentor,I want to update student percentage So that students can stay informed about their academic performance. | 02 | Mentor Team | In progress | 16 |
| US013-S1 | As a mentor,I want to communicate with students So that I can discuss student progress and address any concerns. | 02 | Mentor Team | To Do | 12 |
| US014-S1 | As a mentor,I want to post course announcements So that students are informed about important course updates. | 02 | Mentor Team | To Do | 10 |
| US015-S1 | As a mentor,I want to manage attendance records So that the institute has accurate information about student attendance. | 02 | Mentor Team | To Do | 14 |
| US016-S1 | As a mentor,I want to create a question bank to store questions, So that I can easily select questions for assessments.  | 02 | Mentor Team | To Do | 18 |
| US017-S1 | As an admin,I want to create and manage user roles and permissions So that I can ensure proper access control within the system**.** | 02 | Admin Team | In progress | 05 |
| US018-S1 | As an admin,I want to manage the institute calendar So that all important dates and events are accurately recorded and communicated. | 02 | Admin Team | To Do | 05 |
| US019-S1 | As an admin,I want to approve new user registrationsSo that only authorized individuals can access the system. | 02 | Admin Team | To Do | 05 |
| US020-S1 | As an admin,I want to post site-wide announcementsSo that all users are informed about important updates and events. | 02 | Admin Team | In progress | 05 |
| US021-S1 | As an admin,I want to generate reportsSo that I can analyse data and make informed decisions. | 02 | Admin Team | To Do | 02 |
| US022-S1 | As an admin,I want to check student fee status,So that students get timely reminder messages. | 02 | Admin Team | To Do | 02 |
| US023-S1 | As an admin,I want to change status of the student account,So that I can change the account status of the student according to its subscription. | 02 | Admin Team | To Do | 02 |
| US024-S1 | As an admin,I want to login into the dashboard,So that I can access my account. | 02 | Admin Team | To Do | 02 |
| US025-S1 | As a mentor,I want to login into the dashboard,So that I can access my account. | 02 | Mentor Team | To Do | 02 |
| US026-S1 | As a student,I want to enter my daily logs,So that I can track my study hours. | 02 | Student Team | To Do | 05 |
| US027-S1 | As a student,I want to see my study logs,So that I can see doubts related to my topics covered. | 02 | Student Team | In progress | 05 |
| US028-S1 | As a student,I want to see study plan,So that I can prepare my course module accordingly. | 02 | Student Team | To Do | 05 |
| US029-S1 | As an admin,I want to have terms & conditions,So that students are clear about do’s & don’ts. | 02 | Admin Team | To Do | 05 |
| US030-S1 | As an admin,I want to post jobs on daily basis into the portal,So that students can apply accordingly. | 02 | Admin Team | To Do | 05 |



**Document 6: Sprint meetings**

**Meeting Type 1: Sprint Planning meeting**

| **Date** | 23/05/2024 |
| --- | --- |
| **Time** | 09:30 AM |
| **Location** | Company |
| **Prepared By**  | Ms. Sneha |
| **Attendees** | Mr. Anil MehtaMs. Neha SinghMr. Rajesh PatelMs. Sneha NairMr. Amit KhannaMs. Priya Kapoor |
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**Agenda Topics**

| **Topic** | **Presenter** | **Time allotted** |
| --- | --- | --- |
| How we can distribute the time to create the features which are required by client  | Priya Kapoor Sneha NAir | 1:00 hr |
| How we can complete the project in the allotted time  | Anil MehtaNeha Singh | 1:00 hr |
| How we are going to handle the change request in a project | Sneha | 1:00 hr |

**Other Information**

| **Observers** | RajeshAmit |
| --- | --- |
| **Resources** | Conference Room |
| **Special Notes** | None |

**Meeting Type 2: Sprint review meeting**

| **Date** | 26/05/2024 |
| --- | --- |
| **Time** | 09:00 AM |
| **Location** | Company |
| **Prepared by** | Ms. Sneha |
| **Attendees** | Mr. Anil MehtaMs. Neha SinghMr. Rajesh PatelMs. Sneha NairMr. Amit KhannaMs. Priya Kapoor |
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| **Sprint status** | **Things to demo** | **Quick updates** | **What’s next** |
| --- | --- | --- | --- |
| Completed | BitCode LMS Site/Application | None | Adding New Course Details Feature |

**Meeting Type 3: Sprint retrospective meeting**

| **Date** | 26/05/2024 |
| --- | --- |
| **Time** | 09:00 AM |
| **Location** | Company |
| **Prepared by** | Sneha |
| **Attendees** | Mr. Anil MehtaMs. Neha SinghMr. Rajesh PatelMs. Sneha NairMr. Amit KhannaMs. Priya Kapoor |
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| **Agenda** | **What went well** | **What didn't go well** | **Questions** | **Reference** |
| --- | --- | --- | --- | --- |
| Taking the updates from the team on last sprint | Sprint Completed on time | None | None | None |
| Taking updates from the team regarding project | Sprint Completed on time | None | Already discussed | Modifications required |

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

**Question: What did you do yesterday?**

| **Name/Role** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Developer 1** | Worked on implementing UI changes for the admin dashboard. | Tested the new communication functionality for mentors. | Attended backlog grooming meeting. | Fixed bugs reported by QA. | Reviewed pull requests. | Took a break | Worked on personal project. |
| **Developer 2** | Implemented role management system. | Conducted code review for feature X. | Discussed architecture changes with the team. | Updated documentation. | Collaborated with Designer on UI improvements. | Attended a training session | Spent time with family |
| **Developer 3** | Worked on backend API integration. | Fixed database connection issues. | Investigated performance bottlenecks. | Implemented unit tests. | Refactored legacy code. | Took a day off | Attended a tech meetup |
| **Developer 4** | Developed notification system for students. | Tested integration with third-party services. | Resolved issues with the messaging feature. | Improved database query performance | Optimized front-end performance. | Went hiking | Worked on an open-source project |
| **Developer 5** | Worked on generating student progress reports. | Collaborated with QA to define test cases. | Fixed UI issues in the student portal. | Updated security settings. | Enhanced the performance of the gradebook module. | Attended a workshop | Relaxed at home. |

**Question: What will you do today?**

| **Name/Role** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Developer 1** | Continue working on UI enhancements | Implement pagination for student notifications | Collaborate with QA on testing new features. | Attend a sprint planning meeting. | Start work on mentor communication features. | Relax and recharge. | Prepare for the upcoming week. |
| **Developer 2** | Address feedback from code review | Start working on student performance tracking. | Participate in a sprint review meeting. | Assist with production deployment | Attend a design critique session. | Attend a workshop. | Enjoy leisure time. |
| **Developer 3** | Fix API endpoint issues reported by frontend team | Update API documentation. | Review pull requests from teammates. | Conduct performance testing. | Attend a team sync-up meeting. | Work on a personal coding project. | Spend time outdoors. |
| **Developer 4** | Develop notification systems for upcoming events. | Integrate third-party services for analytics. | Resolve issues with messaging features. | Optimize database queries. | Enhance front-end performance for student portal | Go hiking | Work on an open-source project. |
| **Developer 5** | Generate student progress reports. | Collaborate with QA to define test cases. | Fix UI issues in the student communication module. | Update security settings. | Enhance percentagebook performance  | Attend a workshop. | Relax at home. |

**Question: What (if any) is blocking your progress?**

| **Name/Role** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Developer 1** | Waiting for assets from design team | None | None | None | None | None | None |
| **Developer 2** | None | None | None | Waiting for approval from PO | None | None | None |
| **Developer 3** | Database server is down for maintenance | None | None | None | None | None | None |
| **Developer 4** | Integration issues with third-party service | None | None | None | None | None | None |
| **Developer 5** | Delayed response from QA on test cases | None | None | None | None | None | None |