Document 1 - Definition of Done

DOD for User Story:

* Code written for the functionality match coding standards with proper indentation and the code written into respective Business Layer, Application Layer and Database Layer
* The database is properly populated according to the tables
* Documentation done for the code explaining the code and the functionality with test cases explained in it
* The functionality is running with no errors found
* The code is reviewed by the Lead Developer or Team Lead
* Unit tests written and passing
* The code is committed on GIT with no errors and conflicts found
* Site accessible on the test environment with user able to login
* The functionality checked for all possible test cases passing
* The user access checked on the test environment for all functionalities
* The basic working of all functionalities checked on the test environment
* Feature is tested against acceptance criteria
* Errors resolved for the code if any and test case passing
* The demo for the functionality is presented to the stakeholders
* The feedback from the stakeholders is worked upon and implemented

DOD for Release

* The code is written and tested for all the new functionalities added in the release
* No incomplete code is committed in the new release
* All the functionalities in the release are complete
* All unit tests are green
* All the acceptance criteria for new functionalities are met
* Backup for the old release is taken before deploying the new release
* The new release is deployed on the test environment successfully
* The new release is tested with basic functionalities login, registration, create proposal and review proposal working
* The new release is tested with new added functionalities checked with all possible test cases
* The new release is working for all browsers and all test cases checked
* The new release is working on mobile application and all test cases checked
* The errors and bugs if any are fixed and deployed onto the test environment
* The demo presented to the client for the new release
* The feedback noted down from the client for the next release
* Notify Client the time production will be down for release
* The release is deployed onto the production successfully
* Basic UI check on the Production

Document 2 – Product Vision

|  |  |  |  |
| --- | --- | --- | --- |
| **Scrum Project**  **Name:** | WCRA | | |
| **Venue:** | WCRA Office, Pune |  |  |
| **Date:** 18/12/2024 | **Start Time:** 11:00 A.M. | **End Time:** 4:00 P.M. | **Duration:** 4 hours |
| **Client:** WCRA |  |  |  |
| **Stakeholder list:** | WCRA Chairperson – Dr. Srinath Anand  Secretary – Dr. Venkatesh Prasad  Scheduler – Dr. Prashant Patil  Scrum Team | | |
|  | | | |
| **Scrum Team** | | | |
| **Scrum Master:** | Abhijeet Deolalikar | | |
| **Product Owner:** | Nilesh Sabale | | |
| **Scrum Developer 1:** | Ashish Siwalakar | | |
| **Scrum Developer 2:** | Nagesh Madale | | |
| **Scrum Developer 3:** | Yogesh Chaurse | | |

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| **Vision:** To help WCRA to reach out scientists and researchers all over the world and efficiently manage process of assigning facilities to the scientists and researchers for their study | | | |
| **Target Group**  The website will target the people in the field of Astrophysics  The target group would be researchers, scientist and PHD students related to the field | **Needs**  The website is useful as it will help researchers to submit their research and request time to use facilities at WCRA  The WCRA can efficiently manage the research submitted and can decide on time allocation with ease through the website | **Product**  The website is a platform for the researchers all around the world to submit their research to request time to use facilities for research at WCRA. The website also helps WCRA in efficiently managing the operations at WCRA | **Value**  The website will help WCRA increase its efficiency and help decide which research they allot time to.  The aim of the website is to have a common platform where researchers can find WCRA to request facilities for research and WCRA can analyze and allot time accordingly |

Document 3 – User Stories

|  |  |  |  |
| --- | --- | --- | --- |
| **User Story No:** 1 | **Tasks:** 2 | | **Priority:** Highest |
| AS A RESEARCHER/SCIENTIST  I WANT TO REGISTER TO WCRA  SO THAT I CAN SUBMIT RESEARCH AND REQUEST FACILITES | | | |
| **BV:** 500 | | **CP:** 02 | |
| **Acceptance Criteria:**  Registration Screen  Text Boxes/Dropdown to enter Username Password, Mobile number, Email, Institution, Address, Nationality  Click on Register Button  Successful User Registration and Email Sent | | | |

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| --- | --- | --- | --- |
| **User Story No:** 2 | **Tasks:** 2 | | **Priority:** Highest |
| AS A RESEARCHER/SCIENTIST  I WANT TO LOGIN TO WCRA  SO THAT I CAN USE THE WEBAPP FEATURES | | | |
| **BV:** 500 | | **CP:** 01 | |
| **Acceptance Criteria:**  Login Screen  Text box Enter Username and Password  Click Login Button and redirect to Homepage | | | |

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| **User Story No:** 3 | **Tasks:** 2 | | **Priority:** Highest |
| AS A RESEARCHER/SCIENTIST  I WANT TO SUBMIT RESEARCH PAPER  SO THAT I CAN REQUEST TIME TO USE FACILITIES | | | |
| **BV:** 500 | | **CP:** 03 | |
| **Acceptance Criteria:**  User able to enter research details and upload documents to request time  User needs to enter all required fields  Review and Submit option available  User receives email on successfully submitting proposal | | | |

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| **User Story No:** 4 | **Tasks:** 2 | | **Priority:** Medium |
| AS A RESEARCHER/SCIENTIST  I WANT TO VIEW SUBMITTED PROPSAL  SO THAT I CAN CHECK DETAILS OF PROPOSAL | | | |
| **BV:** 200 | | **CP:** 01 | |
| **Acceptance Criteria:**  View Proposal Option Available  User able to view details of submitted proposal | | | |

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| **User Story No:** 5 | **Tasks:** 2 | | **Priority:** Highest |
| AS A CHAIRPERSON  I WANT TO LOGIN TO WCRA  SO THAT I CAN PERFORM DIFFERENT WCRA TASKS | | | |
| **BV:** 500 | | **CP:** 02 | |
| **Acceptance Criteria:**  Login Screen  Enter Username and Password  Successful login to chairperson account | | | |

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| --- | --- | --- | --- |
| **User Story No:** 6 | **Tasks:** 2 | | **Priority:** Highest |
| AS A CHAIRPERSON  I WANT TO START WCRA CYCLE  SO THAT WCRA CAN ACCEPT PROPOSALS | | | |
| **BV:** 200 | | **CP:** 01 | |
| **Acceptance Criteria:**  Start Cycle Option  Enter Details  Cycle Begins and Researchers get option to submit proposals | | | |

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| **User Story No:** 7 | **Tasks: 2** | | **Priority:** Highest |
| AS A CHAIRPERSON  I WANT TO VIEW ALL SUBMITTED PROPOSALS  SO THAT I CAN REVIEW THE PROPOSALS | | | |
| **BV:** 200 | | **CP:** 02 | |
| **Acceptance Criteria:**  Select Cycle  View the Submitted Proposals List | | | |

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| **User Story No:** 8 | **Tasks:** 2 | | **Priority:** Medium |
| AS A CHAIRPERSON  I WANT TO ADD RATING AND COMMENTS TO PROPOSAL  SO THAT I CAN RANK PROPOSALS | | | |
| **BV:** 500 | | **CP:** 02 | |
| **Acceptance Criteria:**  Option to rank proposals and add comments  Secretary and other committee members should see comments and rank on proposals | | | |

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| **User Story No:** 9 | **Tasks:** 2 | | **Priority:** Medium |
| AS A CHAIRPERSON  I WANT TO ACCEPT/REJECT PROPOSAL  SO THAT I CAN REPLY TO RESEARCHERS | | | |
| **BV:** 200 | | **CP:** 03 | |
| **Acceptance Criteria:**  Send Accept / Reject Mail Option  Researcher receive the accept/reject mail | | | |

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| **User Story No:** 10 | **Tasks:** 2 | | **Priority:** Medium |
| AS A TAC MEMBER  I WANT TO VIEW PROPOSALS OF MY EXPERTISE  SO THAT I CAN ADD RATING AND COMMENTS | | | |
| **BV:** 200 | | **CP:** 02 | |
| **Acceptance Criteria:**  View Proposals of Only Area Expertise  Add Rating and Comment Option  Comments and Rating should be visible to Chairperson and Secretary | | | |

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| **User Story No:** 11 | **Tasks:** 2 | | **Priority:** Low |
| AS AN ADMIN  I WANT TO ASSIGN ROLES FOR CYCLE  SO THAT I CAN DEFINE ROLES FOR THE CYCLE | | | |
| **BV:** 100 | | **CP:** 01 | |
| **Acceptance Criteria:**  Select Cycle  Assign/Change roles for Chairperson Secretary Scheduler and TAC Members  Save the Roles  The roles reflect in next cycle | | | |

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| **User Story No:** 12 | **Tasks:** 2 | | **Priority:** Medium |
| AS AN ADMIN  I WANT TO MAKE CHANGES IN THE CYCLE DETAILS  SO THAT I CAN DEFINE CYCLE ACCORDING TO REQUIREMENTS | | | |
| **BV:** 200 | | **CP:** 02 | |
| **Acceptance Criteria:**  Edit cycle details  Save details  Details reflect in next cycle | | | |

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| **User Story No:** 13 | **Tasks:** 2 | | **Priority:** Medium |
| AS A SCHEDULER  I WANT TO SCHEDULE TIME FOR ACCEPTED PROPOSALS  SO THAT I CAN SEND TIME DETAILS TO RESEARCHER | | | |
| **BV:** 500 | | **CP:** 03 | |
| **Acceptance Criteria:**  Select proposal  Enter Details to Schedule time  Send mail to researcher for scheduled time details | | | |

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| **User Story No:** 14 | **Tasks:** 2 | | **Priority:** Medium |
| AS A RESEARCHER/SCIENTIST  I WANT TO RESET PASSWORD TO WCRA  SO THAT I LOGIN WITH NEW PASSWORD | | | |
| **BV:** 100 | | **CP:** 01 | |
| **Acceptance Criteria:**  Login Screen  Forgot Password Link  Send reset password link to mail | | | |

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| **User Story No:** 15 | **Tasks:** 2 | | **Priority:** Low |
| AS A RESEARCHER/SCIENTIST  I WANT TO RECEIVE PROPOASL SUBMISSION MAIL  SO THAT I CAN CONFIRM SUBMITTED PROPOSAL | | | |
| **BV:** 100 | | **CP:** 01 | |
| **Acceptance Criteria:**  User receives mail on the registered email on proposal submission | | | |

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| **User Story No:** 16 | **Tasks:** 2 | | **Priority:** Low |
| AS A RESEARCHER/SCIENTIST  I WANT TO MANAGE PROFILE  SO THAT I CAN UPDATE PROFILE DETAILS | | | |
| **BV:** 100 | | **CP:** 02 | |
| **Acceptance Criteria:**  Update Profile option available  Researcher able to edit fields and update profile | | | |

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| **User Story No:** 17 | **Tasks:** 2 | | **Priority:** Low |
| AS A RESEARCHER/SCIENTIST  I WANT TO REVOKE PROPOSAL  SO THAT I CAN REVOKE THE PROPOSAL | | | |
| **BV:** 100 | | **CP:** 01 | |
| **Acceptance Criteria:**  REVOKE option on submitted proposals  Email received on revoke | | | |

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| **User Story No:** 18 | **Tasks:** 2 | | **Priority:** Highest |
| AS A RESEARCHER/SCIENTIST  I WANT TO UPLOAD ATTACHMENT  SO THAT I CAN UPLOD DOCUMENTS | | | |
| **BV:** 200 | | **CP:** 02 | |
| **Acceptance Criteria:**  Upload attachment option while submitting proposal  Attachment should be of required size and type | | | |

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| **User Story No:** 19 | **Tasks:** 2 | | **Priority:** Low |
| AS A RESEARCHER/SCIENTIST  I WANT TO ADD SUGGESTED REVIEWVERS  SO THAT I CAN SUGGEST PEOPLE TO REVIEW THE PROPOSAL | | | |
| **BV:** 200 | | **CP:** 01 | |
| **Acceptance Criteria:**  Suggested Reviewer Option during proposal submission | | | |

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| **User Story No:** 20 | **Tasks:** 2 | | **Priority:** Medium |
| AS A CHAIRPERSON  I WANT TO DOWNLOD ATTACHMENT IN PROPOSLS  SO THAT I CAN VIEW THE DOCUMENT | | | |
| **BV:** 200 | | **CP:** 01 | |
| **Acceptance Criteria:**  Download attachment option available for proposals | | | |

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| **User Story No:** 21 | **Tasks:** 2 | | **Priority:** Medium |
| AS A CHAIRPERSON  I WANT TO VIEW OTHER MEMBERS RATING AND COMMENTS  SO THAT I CAN REVIEW THE PROPOSAL | | | |
| **BV:** 500 | | **CP:** 01 | |
| **Acceptance Criteria:**  See Rating and Comments on the proposal | | | |

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| **User Story No:** 22 | **Tasks:** 2 | | **Priority:** Medium |
| AS A CHAIRPERSON  I WANT TO REQUEST PROPOSAL REVIEW  SO THAT I CAN TAKE FEEDBACK FROM THE REVIEWVER | | | |
| **BV:** 200 | | **CP:** 02 | |
| **Acceptance Criteria:**  Send Review request to proposal option on proposals  Reviewer receives mail to accept/reject the review request | | | |

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| **User Story No:** 22 | **Tasks:** 2 | | **Priority:** Medium |
| AS A CHAIRPERSON  I WANT TO VIEW OTHER MEMBERS RATING AND COMMENTS  SO THAT I CAN REVIEW THE PROPOSAL | | | |
| **BV: 2**00 | | **CP:** 01 | |
| **Acceptance Criteria:**  See Rating and Comments on the proposal | | | |

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| **User Story No:** 23 | **Tasks:** 2 | | **Priority:** Medium |
| AS A CHAIRPERSON  I WANT TO SORT BASED ON RATING OF PROPOSALS  SO THAT I CAN SORT THE PROPOSALS | | | |
| **BV: 2**00 | | **CP:** 02 | |
| **Acceptance Criteria:**  Sort option available on proposal list  Proposal sort in descending order on click | | | |

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| **User Story No:** 24 | **Tasks:** 2 | | **Priority:** Medium |
| AS A CHAIRPERSON  I WANT SAVE EMAIL TEMPLATE  SO THAT I CAN USE THE TEMPLATE LATER | | | |
| **BV:** 200 | | **CP:** 02 | |
| **Acceptance Criteria:**  Save Template option on proposal email | | | |

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| **User Story No:** 25 | **Tasks:** 2 | | **Priority:** Medium |
| AS A CHAIRPERSON  I WANT TO CREATE EMAIL TEMPLATE BASED ON PROPOSAL  SO THAT I CAN SEND EMAIL TO RESEARCHER | | | |
| **BV:** 200 | | **CP:** 01 | |
| **Acceptance Criteria:**  Email template created in send proposal email | | | |

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| **User Story No:** 26 | **Tasks:** 2 | | **Priority:** Low |
| AS A CHAIRPERSON  I WANT TO COPY TAC MEMBER OR REVIEVER COMMENTS  SO THAT I CAN ATTACH COMMENTS TO PROPOSL EMAIL | | | |
| **BV:** 100 | | **CP:** 01 | |
| **Acceptance Criteria:**  Add TAC/Reviewer Comment on Send Email Template | | | |

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| **User Story No:** 27 | **Tasks:** 2 | | **Priority:** Medium |
| AS A CHAIRPERSON  I WANT TO VIEW COLOR CODING FOR PROPOSAL STATUS  SO THAT I CAN IDENTIFY PROPOSAL | | | |
| **BV:** 500 | | **CP:** 02 | |
| **Acceptance Criteria:**  Color Coding for Proposals  Green – Accepted Proposal  Red- Rejected  Yellow – Email In Draft  Gray – Proposal not reviewed yet | | | |

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| **User Story No:** 28 | **Tasks:** 2 | | **Priority:** Medium |
| AS A CHAIRPERSON  I WANT TO VIEW ACCEPT/REJECT REQUEST FOR REVIEW ON PROPOSAL  SO THAT I CAN SEE REVIEWER RESPONSE | | | |
| **BV:** 200 | | **CP:** 01 | |
| **Acceptance Criteria:**  See comments if review request accepted  Receive mail on accept/reject review request | | | |

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| **User Story No:** 29 | **Tasks:** 2 | | **Priority:** Medium |
| AS A TAC MEMBER  I WANT TO SORT BASED ON RATING OF PROPOSALS  SO THAT I CAN SORT THE PROPOSALS | | | |
| **BV: 2**00 | | **CP:** 02 | |
| **Acceptance Criteria:**  Sort option available on proposal list  Proposal sort in descending order on click | | | |

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| **User Story No:** 30 | **Tasks:** 2 | | **Priority:** Medium |
| AS A SECRETARY  I WANT TO SORT BASED ON RATING OF PROPOSALS  SO THAT I CAN SORT THE PROPOSALS | | | |
| **BV: 2**00 | | **CP:** 02 | |
| **Acceptance Criteria:**  Sort option available on proposal list  Proposal sort in descending order on click | | | |

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| **User Story No:** 31 | **Tasks:** 2 | | **Priority:** Medium |
| AS A CHAIRPERSON  I WANT TO ASSIGN CO-CHAIRPERSON  SO THAT THE CO-CHAIRPERSON CAN FUNCTION IN CHAIRPERSON ABSENCE | | | |
| **BV:** 200 | | **CP:** 01 | |
| **Acceptance Criteria:**  Assign Co-chairperson option for cycle in cycle details | | | |

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| **User Story No:** 32 | **Tasks:** 2 | | **Priority:** Medium |
| AS A CO-CHAIRPERSON  I WANT TO VIEW PROPOSALS SUBMITTED BY CHAIRPERSON  SO THAT I CAN REVIEW THE PROPOSAAL | | | |
| **BV:** 200 | | **CP:** 01 | |
| **Acceptance Criteria:**  Chairperson proposal available to view for  Add comments/rating to proposal and accept/reject option | | | |

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| **User Story No:** 33 | **Tasks:** 2 | | **Priority:** Medium |
| AS A SECRETARY  I WANT TO ACCEPT/REJECT PROPOSAL  SO THAT I CAN REPLY TO RESEARCHERS | | | |
| **BV:** 200 | | **CP:** 03 | |
| **Acceptance Criteria:**  Send Accept / Reject Mail Option  Researcher receive the accept/reject mail | | | |

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| **User Story No:** 34 | **Tasks:** 2 | | **Priority:** Medium |
| AS A SCHEDULER  I WANT TO PREPARE DOCUMENT FOR RESEARCHER  SO THAT THE RESEARCHER CAN VIEW DETAILS IN DOCUMENT | | | |
| **BV:** 500 | | **CP:** 03 | |
| **Acceptance Criteria:**  Create Excel File option based on the details of proposal  File created and attached on mail | | | |

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| **User Story No:** 35 | **Tasks:** 2 | | **Priority:** Medium |
| AS A SCHEDULER  I WANT TO SEE SCHEDULED PROPOSALS LIST  SO THAT I CAN SEE MAILS SCHEDULED | | | |
| **BV: 2**00 | | **CP:** 02 | |
| **Acceptance Criteria:**  See Scheduled and Nonscheduled proposal list | | | |

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| **User Story No:** 36 | **Tasks:** 2 | | **Priority:** Medium |
| AS A SCHEDULER  I WANT TO SORT PROPOSALS BASED ON RATING  SO THAT I CAN SORT PROPOSALS | | | |
| **BV:** 200 | | **CP:** 01 | |
| **Acceptance Criteria:**  Sort option available on proposals  Proposals sorted in descending order on click | | | |

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| --- | --- | --- | --- |
| **User Story No:** 37 | **Tasks:** 2 | | **Priority:** Medium |
| AS A CHAIRPERSON  I WANT TO SEE DASHBOARD FOR CYCLE  SO THAT I CAN SEE PROPOSAL LIST AND DETAILS | | | |
| **BV:** 200 | | **CP:** 02 | |
| **Acceptance Criteria:**  Dashboard for Cycle having list of proposals and Comments and Ratings for TAC Members | | | |

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| --- | --- | --- | --- |
| **User Story No:** 38 | **Tasks:** 2 | | **Priority:** Medium |
| AS A CHAIRPERSON  I WANT TO SEE LIST OF TAC MEMBERS ACCORDING TO AREA OF EXPERTISE  SO THAT I CAN SEE TAC MEMBERS FOR THE CYCLE | | | |
| **BV:** 200 | | **CP:** 01 | |
| **Acceptance Criteria:**  See list of TAC Members according to area of expertise | | | |

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| **User Story No:** 39 | **Tasks:** 2 | | **Priority:** Low |
| AS AN ADMIN  I WANT TO EDIT END DATE OF CYCLE  SO THAT I CAN CLOSE THE CYCLE | | | |
| **BV:** 200 | | **CP:** 01 | |
| **Acceptance Criteria:**  End date option available to end the cycle | | | |

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| --- | --- | --- | --- |
| **User Story No:** 40 | **Tasks:** 2 | | **Priority:** Low |
| AS A CHAIRPERSON  I WANT TO SEARCH PROPOSAL  SO THAT I CAN VIEW REQUIRED PROPOSAL | | | |
| **BV:** 200 | | **CP:** 01 | |
| **Acceptance Criteria:**  Search box available on list of proposals  Search matching proposal based on text entered | | | |

Document 4 – Agile PO Experience

* Market Analysis - In this project I have learned how to perform market analysis keeping in mind need and demand of the product. WCRA needed a website to help researchers around the world reach them and submit their research which was difficult otherwise
* Enterprise Analysis – WCRA needed the website which was not available to efficiently manage the incoming requests from the researchers around the world. This allowed researcher to easily access the website and submit heir proposal with ease. The aim was to help ease the process of WCRA to manage the proposals
* Product Vision and Roadmap – The project taught me how to build a product vision and roadmap. The product was a website which allowed researchers to submit their proposal and WCRA to manage it efficiently. The product roadmap was built keeping in mind the essential features to be delivered first such as Login, Registration, Proposal Submission and Accept/Reject Proposal
* Managing Product Features – All the product features were noted down and managed with the essential features like Login, Registration, Proposal Submission marked as priority and additional features as required by the customer. Multiple meetings were help to discuss the essential features with the customer and a plan to deliver them on priority was discussed. The Solution document included all the essential features
* Managing Product Backlog – The product backlog was managed with all the features included in it as discussed with the customer. The essential features were marked with the effort required and criticality of the feature. The feature was taken into sprint from product backlog on priority. In this project I learner how to manage the product backlog. JIRA tool was used to maintain the product backlog with all the essential and non-essential features noted in epics and user stories
* Managing Overall Iteration Progress – The overall progress was managed through sprints with each sprint of 4 weeks long. Managing the sprint meetings and handling the essentials of sprint such as sprint planning, daily scrum meeting, sprint backlog, sprint review, sprint retrospective and backlog refinement. Managing User Stories, the details involved in each user story such as effort required, priority of the user story, acceptance criteria and business value. Incorporating the review given in the retrospective meeting by team members and suggestions given in the sprint review meeting by client and other stakeholders

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

* Sprint planning meeting - The planning before each sprint on what user stories to be considered for the sprint, the effort that would be required for each sprint and assigning the user stories to individual
* Daily scrum meeting – Daily scum meeting where each team member updated their work progress and if they are facing any difficulty or blocker
* Sprint review meeting – Sprint review meeting where the demo of the features implemented in the sprint took place. Presenting the ppt to the stakeholders and noting down the feedback from them was an essential part
* Sprint retrospective meeting – This meeting was essential as each team member shared within the team about what went well in the sprint and what can we improve. Many suggestions from teammates on the process helped improve progress in further sprints
* Backlog refinement meeting – This meeting was essential to maintain the backlog items and go over them to check if there is any change needed in the backlog items and if any essential feature need to be updated according to the client feedback for the next sprints

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

* Story no – The number of the user story as created
* Tasks Priority – Priority of the user story based on essential features discussed with the client
* Acceptance criteria – The acceptance criteria which should be met in order to complete the user story and mark it as closed
* BV &CP value – The business values of the user story and how important it is from business point of view. CP value which would give the effort estimate for the story so that the sprint can accommodate stories which can be completed in given time

Document 5 – Product and sprint backlog and product and sprint burndown charts

Product Backlog

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| User Story ID | User Story | Tasks | Priority | BV | CP | Sprint |
| UST010 | Chairperson/TAC Member/Scheduler – Add Ratings and Comments to Proposal | 02 | Medium | 500 | 02 | 1 |
| UST011 | Admin – Assign Roles for cycle | 02 | Low | 100 | 01 | 2 |
| UST012 | Admin – Make Changes in Cycle Details | 02 | Medium | 200 | 02 | 2 |
| UST013 | Scheduler – Schedule Proposals | 03 | Medium | 500 | 02 | 2 |
| UST014 | Chairperson – Search Proposal | 02 | Low | 200 | 01 | 4 |
| UST015 | Chairperson- View Dashboard | 02 | Medium | 200 | 02 | 4 |
| UST016 | CO-Chairperson – View Chairperson Proposal | 02 | Medium | 200 | 01 | 3 |
| UST017 | Chairperson – Assign Co- Chairperson | 02 | Medium | 200 | 01 | 3 |
| UST018 | Chairperson – Create Email Template | 02 | Low | 200 | 02 | 4 |
| UST019 | Chairperson – Sort Proposal | 02 | Medium | 200 | 02 | 4 |
| UST020 | TAC Member – View Proposal | 02 | Medium | 200 | 02 | 4 |

Sprint Backlog

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| User Story ID | User Story | Tasks | Owner | Status | Estimated Effort |
| UST005 | Chairperson – View Submitted Proposals | 02 | Highest | In Progress | 2 |
| UST006 | Researcher – Revoke Proposal | 02 | Highest | In Progress | 2 |
| UST007 | Researcher – Upload Documents | 02 | Highest | To be Done | 5 |
| UST008 | Researcher – Add Suggested Reviewer | 02 | Medium | To be Done | 1 |

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Sprint Burndown Chart

**Document 6 – Sprint Meeting**

1. **Sprint Planning Meeting**

|  |  |
| --- | --- |
| **Date** | 2/12/2024 |
| **Time** | 10:00 A.M. |
| **Location** | Office |
| **Prepared by** | Abhijeet Deolalikar |
| **Attendees** | Ashish Siwalkar, Yogesh Chaurse, Nagesh Madale |

**Agenda Topics**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Presenter** | **Time Allotted** |
| Login Functionality | Abhijeet Deolalikar | 20 mins |
| Registration Functionality | Abhijeet Deolalikar | 20 mins |
| Chairperson – Start Cycle | Abhijeet Deolalikar | 10 mins |
| Researchers – Submit Proposals | Abhijeet Deolalikar | 10 mins |

**Other Information**

|  |  |
| --- | --- |
| **Observers** | None |
| **Resources** | None |
| **Special Notes** | Discuss that the start cycle option should have and end date or automatically closed after time |

1. **Sprint Review Meeting**

|  |  |
| --- | --- |
| **Date** | 16/12/2024 |
| **Time** | 10:00 A.M. |
| **Location** | Office |
| **Prepared by** | Abhijeet Deolalikar |
| **Attendees** | Ashish Siwalkar, Yogesh Chaurse, Nagesh Madale |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sprint status** | **Things to demo** | **Quick Updates** | **What’s next** |
| Closed | 1. Login Functionality 2. Register Functionality 3. Chairperson Start Cycle | Chairperson – View Proposals and Add Comments and Rating functionality is in progress and will move to next sprint | Add Single Sign-On Option to Login and Register by Gmail  Check Time for editing after submitting proposals |

1. **Sprint Retrospective Meeting**

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| --- | --- |
| **Date** | 16/12/2024 |
| **Time** | 11:00 A.M. |
| **Location** | Office |
| **Prepared by** | Abhijeet Deolalikar |
| **Attendees** | Developers, Testers, Manager, Team Lead |

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| **Agenda** | **What went well** | **What didn’t go well** | **Questions** | **Reference** |
| Completing User Stories | Completed major functionalities Login and Registration and tested them efficiently | All the user stories could not be completed | Did the effort estimate for the user stories was right? | None |

1. **Daily Standup Meeting**

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| **Question** | **Name/Role** | **Week 1 (from 02-12-2024 to 6-12-2024)** | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **What did you do yesterday?** | **Ashish Shiwalkar** | Prepared plan, flowchart, DFD for Login functionality | Prepared database schema for WCRA | Worked on Logic of login functionality and wrote code for it | Write logic for API call of logic functionality | Sync API call with Logic and Database Layer |
| **Nagesh Madale** | Prepared a design of webpage for Login functionality | Prepared a design of webpage for Login functionality | Wrote code for webpage design | Wrote API call for the login functionality | Wrote API call for the login functionality |
| **Yogesh Chaurse** | Prepared plan, flowchart, DFD for Login functionality | Prepared database schema for WCRA | Created and Setup Database | Checked Database Connection and write data retrieval code | Synced API call with Logic and Database Layer |
| **What will you do today?** | **Ashish Shiwalkar** | Prepare database schema for WCRA | Work on Logic of login functionality | Write logic for API call of logic functionality | Prepare database schema for WCRA | Test the Functionality and fix bug |
| **Nagesh Madale** | Prepare a design of webpage for Login functionality | Write code for webpage design | Write API call for the login functionality | Write API call for the login functionality | Test the Functionality and fix bug |
| **Yogesh Chaurse** | Prepare database schema for WCRA | Create and Setup Database | Check Database Connection and write data retrieval code | Sync API call with Logic and Database Layer | Test the Functionality and fix bug |
| **What (if any) is blocking your progress?** | **Ashish Shiwalkar** | Software Installation Pending | Eclipse editor not installed | None | Error in Unit Testing | API endpoint not accessible |
| **Nagesh Madale** | Software Installation pending | Software Installation pending | None | None | API endpoint not accessible |
| **Yogesh Chaurse** | Software Installation pending | Eclipse editor not installed | None | None | API endpoint not accessible |

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| **Question** | **Name/Role** | **Week 2 (from 09-12-2024 to 13-12-2024)** | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **What did you do yesterday?** | **Ashish Shiwalkar** | Prepared plan, flowchart, DFD for Registration functionality | Worked on Logic of login registration functionality and wrote code for it | Sync Database Layer with Application Layer logic | Write logic for API call of logic functionality | Test Registration and Create Cycle |
| **Nagesh Madale** | Prepared a design of webpage for Registration functionality and Create Cycle | Prepared a design of webpage for Registration functionality and Create Cycle | Wrote code for webpage design and API call | Wrote code for webpage design and API call | Test Registration and Create Cycle |
| **Yogesh Chaurse** | Prepared plan, flowchart, DFD for Registration functionality | Database Layer Logic for Registration functionality | Sync Database Layer with Application Layer logic | Worked on Create Cycle functionality | Test Registration and Create Cycle |
| **What will you do today?** | **Ashish Shiwalkar** | Worked on Logic of login registration functionality and wrote code for it | Sync Database Layer with Application Layer logic | Write logic for API call of logic functionality | Test Registration and Create Cycle | Fix bugs for Registration functionality |
| **Nagesh Madale** | Prepared a design of webpage for Registration functionality and Create Cycle | Wrote code for webpage design and API call | Wrote code for webpage design and API call | Test Registration and Create Cycle | Fix bugs for Registration functionality |
| **Yogesh Chaurse** | Database Layer Logic for Registration functionality | Sync Database Layer with Application Layer logic | Worked on Create Cycle functionality | Test Registration and Create Cycle | Fix bugs for Registration functionality |
| **What (if any) is blocking your progress?** | **Ashish Shiwalkar** | Need mandatory field to be included in registration | None | None | None | None |
| **Nagesh Madale** | None | None | None | Created cycle not closing on date | None |
| **Yogesh Chaurse** | Need mandatory field to be included in registration | None | None | None | None |