Document 1 - Definition of Done

DOD for User Story:

* Code written for the functionality
* Assumptions of the user story are met
* Project build without errors
* Unit Tests written and passing
* Project deployed on the test environment identical to production platform
* Tests on devices/browsers listed in the project assumptions passed
* Feature ok-ed by UX designer
* QA performed & issues resolved
* Feature is tested against acceptance criteria
* Feature ok-ed by Product Owner
* Refactoring completed
* Any configuration or build changes documented
* Documentation updated
* Peer Code Review performed

DOD for Sprint:

* DoD of each single User story, included in the Sprint are met
* “To do’s” are completed
* All unit tests passing
* Product backlog updated
* Project deployed on the test environment identical to production platform
* Tests on devices/browsers listed in documentation passed
* Tests of backward compatibility passed
* The performance tests passed
* All bugs fixed
* Sprint marked as ready for the production deployment by the Product Owner

DOD for Release

* Code Complete
* Environments are prepared for release
* All unit & functional tests are green
* All the acceptance criteria are met
* QA is done & all issues resolved
* All “To Do” annotations must have been resolved
* OK from the team: UX designer, developer, software architect, project manager, product owner, QA,
* Check that no unintegrated work in progress has been left in any development or staging environment
* Basic UI check on the Production
* Notify Client the time production will be down for release

Document 2 – Product Vision

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| --- | --- | --- | --- |
| **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

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| --- | --- | --- | --- |
| **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 | | | |

Document 4 – Agile PO Experience

* In this project I have learned how to perform market analysis keeping in mind need and demand of the product. Also building a product vision and roadmap with essential feature to be delivered firsthand. Also communicating with the stakeholders about the product requirements, arranging meetings and noting the requirements down focusing on critical features and points
* 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 the backlog items with prioritizing the essential features according to the client need. Presenting the features to the client and making sure client has understood the functionality
* Managing User Stories, the details involved in each user story such as effort required, priority of the user story, acceptance criteria and business value. Explaining the user story to the team and clearing the doubts regarding the user stories
* Managing communication between customer and the project team with explaining the need of the customers to the project team and explaining the functionality to the customer

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

Sprint Backlog

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| User Story ID | User Story | Tasks | Priority | BV | CP | Sprint |
| UST001 | Chairperson – View Submitted Proposals | 02 | Highest | 200 | 02 | 1 |
| UST002 | Chairperson/TAC Member/Scheduler – Add Ratings and Comments to Proposal | 02 | Medium | 500 | 02 | 1 |
| UST003 | Admin – Assign Roles for cycle | 02 | Low | 100 | 01 | 2 |
| UST004 | Admin – Make Changes in Cycle Details | 02 | Medium | 200 | 02 | 2 |
| UST005 | Scheduler – Schedule Proposals | 03 | Medium | 500 | 02 | 2 |

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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** | Manager |
| **Attendees** | Developers, Testers, Manager, Team Lead |

**Agenda Topics**

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

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| --- | --- |
| **Date** | 16/12/2024 |
| **Time** | 10:00 A.M. |
| **Location** | Office |
| **Prepared by** | Manager |
| **Attendees** | Developers, Testers, Manager, Team Lead |

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| --- | --- | --- | --- |
| **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**

|  |  |
| --- | --- |
| **Date** | 16/12/2024 |
| **Time** | 11:00 A.M. |
| **Location** | Office |
| **Prepared by** | Manager |
| **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 |