**Agile Documents –**

**Document 1: Definition of Done**

**Document 2- Product Vision**

**Document 3: User stories**

**Document 4: Agile PO Experience**

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

**Document 6: Sprint meetings**

**Document 1: Definition of Done**

I worked closely with the development team and stakeholders to establish a comprehensive Definition of Done (DoD). This DoD ensured that all work delivered met the highest quality standards and was ready for deployment.

**Here are key aspects of my experience with DoD**

**Produced Code for Presumed Functionalities:**

• The code developed fulfills the functionalities outlined in the user stories.

• All intended features and scenarios are implemented as described.

**Assumptions of User Story Met:**

• All assumptions and conditions specified in the user stories are validated and met.

• User stories are reviewed to ensure that all implicit and explicit assumptions are addressed.

**Project Builds Without Errors:**

• The project builds successfully in the development environment.

• There is no compilation or build errors.

**Unit Tests Written and Passing:**

• Unit tests are created for all new features and functionalities.

• All unit tests pass successfully, ensuring the code behaves as expected.

**Project Deployed on the Test Environment Identical to Production Platform:**

• The application is deployed to a test environment that mirrors the production setup.

• Deployment scripts and procedures are tested and validated.

**Tests on Devices/Browsers Listed in the Project Assumptions Passed:**

• The application is tested on all specified devices and browsers.

• Compatibility and performance tests are conducted to ensure cross-platform functionality.

**Feature OK-ed by UX Designer:**

• The feature is reviewed and approved by the UX designer.

• Design and usability criteria are met, ensuring a positive user experience.

**QA Performed & Issues Resolved:**

• Quality Assurance (QA) testing is completed, including functional, regression, and performance tests.

• All identified issues and bugs are resolved before marking the user story as done.

**Feature Tested Against Acceptance Criteria:**

• The feature is tested thoroughly against the predefined acceptance criteria.

• Acceptance tests are documented, and results are reviewed with the Product Owner.

**Feature OK-ed by Product Owner:**

• The Product Owner reviews and approves the feature.

• Any feedback or changes requested by the Product Owner are addressed.

**Refactoring Completed:**

• Code is refactored to improve readability, maintainability, and performance.

• Refactoring does not introduce new bugs or regressions.

**Any Configuration or Build Changes Documented:**

• All configuration changes and build processes are documented.

• Documentation is updated to reflect the current state of the project.

**Documentation Updated:**

• User manuals, technical documentation, and help guides are updated to include new features and changes.

• Documentation is reviewed for accuracy and completeness.

**Peer Code Review Performed:**

• Code changes are peer-reviewed by other developers.

• Feedback from code reviews is incorporated, and any issues are addressed.

**Document 2- Product Vision**

|  |  |  |  |
| --- | --- | --- | --- |
| **Scrum Project Name** | **Business One – Qualitest** |  |  |
| **Venue** | **Meeting Room-12** |  |  |
| **Date** | **Start Time: 9:00 AM** | **End Time: 11:30 AM** | Duration: 02:30 Hrs |
| **Client** | **Qualitest** |  |  |
| **Stakeholder List** | **- Operations**  **- Sales Rep**  **- Customer care**  **- Customers**  **- IT Department** |  |  |
| **Scrum Team** | | | |
| **Scrum Master** | Priya Kapoor |  |  |
| **Product Owner** | Shital More |  |  |
| **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 |  |  |

In my role as a Business Analyst (BA) on the Business One software implementation project, I played a crucial part in defining and communicating the product vision.

|  |  |  |  |
| --- | --- | --- | --- |
| Vision - What is your vision, your overarching goal for creating the product?  The overarching goal for creating the Business One platform is to seamlessly integrate and streamline sales, purchasing, inventory, and customer service processes, enabling real-time data visibility and enhanced operational efficiency.  This integration aims to provide a unified platform that supports real-time data synchronization, automates manual tasks, and delivers comprehensive insights into business operations. | | | |
| **Target group**  **Market Segment**  The product addresses the Electrical & Mechanical sector, specifically targeting Operations, Sales Rep & Customers  Target Users and Customers  •Operations  •Sales Rep  •Customers | **Needs**  **Problem**  The lack of integration among the different systems results in:  Inaccurate inventory tracking:  Delayed order processing:  Inconsistent customer service:  Increased operational costs  **Benefit**  Implementing a Business One software solution to integrate sales, purchasing, inventory, and customer service can address these challenges and provide several benefits:  Real-time data synchronization:  Streamlined operations:  Enhanced customer service:  Cost savings | **Product**  **What product is it?**  **what is the above business one product ?**  The Business One software referred to in the project is SAP Business One. It is an Enterprise Resource Planning (ERP) solution designed for small to medium-sized businesses. SAP Business One helps manage various aspects of a business, including:  Financial Management: Sales and Customer Management  Purchasing and Inventory Control  Service Management  Reporting and Analytics  **Is it feasible 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?**  Real-time data synchronization:  Streamlined operations: Enhanced customer service  Cost savings    **What are the business goals?**  The purpose of the Business One software project at Qualitest is to integrate and streamline the company's sales, purchasing, inventory, and customer service processes to achieve operational efficiency, data accuracy, and enhanced customer satisfaction.  This integration aims to provide a unified platform that supports real-time data synchronization, automates manual tasks, and delivers comprehensive insights into business operations. |

**Document 3: User stories**

User stories are simple descriptions of a feature or requirement from the perspective of the end-user.

They are a key component of Agile methodologies and help ensure that the development team understands the user's needs and goals.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **User Story No.** | **Tasks** | **Priority** | **Value Statement** | **BV ($)** | **CP (Fibonacci)** | **Acceptance Criteria** |
| 1 | Create a centralized dashboard for Order management | High | As a sales manager,  I want to view all customer orders in one place  so I can track them. | 5000 | 3 | The dashboard shows all customer orders, categorized by status (e.g., pending, shipped, completed). |
| 2 | Automate purchase order creation for low-stock items | High | As a purchaser,  I want to automate reordering low-stock items to avoid stockouts. | 4500 | 5 | Low-stock items trigger purchase order creation with approval from the manager. |
| 3 | Enable real-time Stock updates | High | As an inventory manager,  I want real-time updates to prevent overselling. | 4000 | 8 | Inventory levels update in real time after every sale or purchase. |
| 4 | Develop order status notifications via email/SMS | High | As a customer,  I want notifications so that I know the status of my order. | 5000 | 5 | Customers receive email or SMS notifications when their order status changes. |
| 5 | Create a searchable product database | Medium | As a salesperson,  I want a centralized database for product details to assist with customer queries. | 3500 | 8 | The database is searchable by product name, SKU, or category and returns results in less than 2 seconds. |
| 6 | Enable customers to track orders online | Medium | As a customer,  I want to track my order online to know when it will arrive. | 3000 | 5 | The order tracking page shows real-time updates, including shipping and delivery estimates. |
| 7 | Build a role-based access control system | High | As a system admin,  I want role-based access control to ensure data security. | 4000 | 8 | Only authorized users can view or modify specific data based on their roles. |
| 8 | Integrate payment gateways | High | As a customer,  I want multiple payment options for convenience. | 5000 | 8 | Payment gateways (credit cards, UPI, etc.) process transactions securely and display confirmation instantly. |
| 9 | Implement return and refund tracking | Medium | As a customer service agent,  I want to track returns and refunds to improve customer experience | 3500 | 8 | Returns and refunds are tracked in the system with real-time updates visible to both agents and customers. |
| 10 | Design a customer feedback module | Medium | As a business owner,  I want customer feedback to improve services. | 3000 | 5 | Customers can submit feedback after orders, and the feedback is stored for reporting and analysis. |
| 11 | Develop a sales reporting dashboard | High | As a sales manager,  I want reports to analyze team performance. | 4500 | 8 | The dashboard generates customizable reports based on sales metrics such as revenue, targets, and timelines. |
| 12 | Add multi-language support | Low | As a customer,  I want the system in my preferred language to make navigation easier. | 2000 | 8 | Customers can select their preferred language, and all key modules are translated accurately. |
| 13 | Integrate supplier contact management | Medium | As a purchaser,  I want a module to manage supplier contacts and contracts efficiently. | 3500 | 5 | The supplier database stores contact details and contract terms, with quick search and edit functionality. |
| 14 | Enable predictive analytics for stock forecasting | High | As an inventory manager,  I want predictive analytics to forecast demand and avoid overstocking. | 5500 | 13 | Stock forecasting models provide accurate predictions based on past sales trends and seasonal demand. |
| 15 | Implement customer loyalty points tracking | Medium | As a business owner,  I want a loyalty program to encourage repeat purchases. | 4000 | 5 | Points are automatically calculated for each purchase and visible in the customer profile. |
| 16 | Enable bulk order processing | High | As a salesperson,  I want to process bulk orders efficiently. | 4500 | 5 | Bulk orders are processed in one step, reducing manual entry for each line item. |
| 17 | Provide low-stock alerts to purchasers | High | As a purchaser,  I want low-stock alerts to prevent stockouts. | 5000 | 3 | Notifications are sent via email/SMS when an item’s stock falls below a defined threshold. |
| 18 | Create an audit trail for inventory changes | Medium | As an auditor,  I want to track inventory changes for compliance. | 3000 | 8 | All inventory adjustments are logged with timestamps and user details. |
| 19 | Add a feature for customers to cancel orders | Medium | As a customer,  I want to cancel orders before they are shipped. | 3500 | 5 | The cancellation option is available for orders in the "processing" stage, and refunds are initiated. |
| 20 | Enable dynamic pricing based on demand | High | As a business owner,  I want dynamic pricing to optimize revenue. | 5500 | 13 | Pricing updates in real-time based on demand and competitor pricing analysis. |
| 21 | Allow custom user roles creation | Medium | As a system admin,  I want to define custom user roles for specific needs. | 3000 | 8 | Admins can create new roles with custom permissions through the settings module. |
| 22 | Add inventory grouping by warehouse | Medium | As an inventory manager,  I want to view stock levels by warehouse for better logistics planning. | 4000 | 5 | Inventory levels are categorized by warehouse location and visible in the dashboard. |
| 23 | Create a customer profile page | High | As a customer service agent,  I want customer profiles for better support. | 4500 | 3 | Customer profiles show order history, contact details, and preferences in one consolidated view. |
| 24 | Enable discounts and promotions | High | As a sales manager,  I want to apply discounts and promotions during checkout. | 5000 | 5 | Discounts and promotions can be applied manually or automatically during checkout based on defined criteria. |
| 25 | Integrate customer support tickets system | High | As a customer service agent,  I want to track and resolve customer issues efficiently. | 4500 | 8 | Tickets are automatically assigned based on category and priority, with status updates logged in the system. |
| 26 | Implement recurring order functionality | Medium | As a customer,  I want to set up recurring orders to save time. | 4000 | 5 | Customers can create and manage recurring orders, and notifications are sent before processing each order. |
| 27 | Create detailed purchase reports | Medium | As a purchaser,  I want reports to analyze spending patterns and supplier performance. | 3500 | 8 | Purchase reports include details like supplier name, order volume, and cost trends for analysis. |
| 28 | Develop a mobile-friendly user interface | High | As a salesperson,  I want a mobile-friendly system to access data on the go. | 5000 | 13 | The system is fully responsive, and all features are accessible on mobile devices without UI glitches. |
| 29 | Add tax calculation for multiple regions | High | As a finance manager,  I want accurate tax calculations for each region to comply with regulations. | 5500 | 13 | Tax rates are applied automatically based on the customer’s location and displayed at checkout. |
| 30 | Enable integration with third-party shipping providers | High | As a logistics manager,  I want to streamline shipping by integrating with providers like FedEx/UPS. | 6000 | 13 | Shipping labels are generated automatically, and tracking numbers are updated in real-time. |
| 31 | Build an API for external application integration | Medium | As a developer,  I want APIs to integrate the system with third-party applications. | 3500 | 8 | APIs allow seamless integration with CRM, ERP, and other external systems with authentication. |
| 32 | Allow inventory valuation using multiple methods | Medium | As a finance manager,  I want inventory valuation options (FIFO, LIFO, etc.) to match accounting needs. | 3000 | 5 | Users can select valuation methods per item category, and reports reflect the chosen method. |
| 33 | Implement a training module for new users | Low | As a system admin,  I want a training module to onboard new users efficiently. | 2500 | 3 | The training module includes video tutorials and guides accessible from the help menu. |
| 34 | Add visual indicators for urgent tasks | Medium | As a team member,  I want visual alerts for urgent tasks to prioritize work. | 3000 | 5 | Urgent tasks are highlighted with icons and notifications on the dashboard. |
| 35 | Create a detailed audit log for all system activities | Medium | As an auditor,  I want a log to track system activities for compliance and review. | 3500 | 8 | The log includes timestamps, user details, and actions performed, sortable and exportable. |
| 36 | Enable offline mode for inventory updates | Low | As an inventory manager,  I want offline mode support to update stock during outages. | 3000 | 13 | Offline changes are synced automatically when the system reconnects to the internet. |
| 37 | Build an advanced search module for orders | Medium | As a customer service agent,  I want to search orders by date, customer, or product. | 3500 | 5 | The search module filters results instantly based on multiple criteria with pagination support. |
| 38 | Implement an employee performance tracking module | High | As a business owner,  I want to track employee KPIs to reward top performers. | 5000 | 13 | The module tracks KPIs like sales revenue, task completion rate, and customer feedback scores. |
| 39 | Provide customer segmentation analysis | Medium | As a sales manager,  I want customer segmentation data to target marketing campaigns effectively. | 4000 | 8 | Customers are segmented by purchase history, demographics, and feedback, with a downloadable report. |
| 40 | Add multi-currency support for international transactions | High | As a finance manager,  I want multi-currency support to handle international transactions smoothly. | 6000 | 13 | Exchange rates are updated automatically, and invoices are generated in the customer’s preferred currency. |

**Document 4: Agile PO Experience for Business One Project**

As the Product Owner (PO) for the Business One project I hold a strategic role, ensuring that the platform meets the needs to integrate sales, purchasing, inventory, and customer service can address these challenges and provide several benefits.

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 integrates sales, purchasing, inventory, and customer service can address these challenges and provide several benefits.

Availability of Similar Products:

♣ Researched existing products in the market.

♣ Analyzed their strengths and weaknesses to identify opportunities for differentiation and improvement in Business One.

**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 Business One software that addresses the identified needs and market demand.

Product Roadmap:

♣ Created a roadmap outlining high-level features vs and a timeline for their delivery.

♣ Ensured the roadmap aligns with stakeholder expectations and business goals.

**4.Managing Product Features**

Managing Stakeholder Expectations:

♣ Engaged 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 criticality and return on investment (ROI).

**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.

2.Daily Scrum Meeting: Conducted daily stand-ups to track progress and address any blockers.

3.Sprint Review Meeting: Reviewed the completed work with stakeholders at the end of each sprint.

4.Sprint Retrospective Meeting: what went well, what dint go well - Reflected on the sprint to identify successes and areas for improvement.

5.Backlog Refinement Meeting: Continuously refined and prioritized the backlog, starting of scrum process, business requirements.

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:

o Served as the primary point of contact between business stakeholders and the Scrum team.

o Ensured stakeholders were informed about project development and progress.

2.Collaboration with Scrum Teams:

o Worked closely with Scrum teams to translate the product vision into actionable features.

o 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 sales rep, I want to process sales orders efficiently so that I can reduce order processing time | Develop sales order processing module | High | 10 | 5 | Sprint 1 |
| US002 | As an inventory manager, I want real-time inventory tracking to avoid stockouts and overstocking | Implement inventory tracking system | High | 9 | 7 | Sprint 1 |
| US003 | As a customer service rep, I want to manage customer inquiries efficiently to improve response times | Create customer service ticketing system | High | 8 | 6 | Sprint 2 |
| US004 | As a purchasing manager, I want the purchasing system to integrate with inventory for better planning | Integrate purchasing module with inventory | Medium | 8 | 5 | Sprint 2 |
| US005 | As a sales manager, I want to see real-time sales data to make informed decisions | Develop real-time sales reporting dashboard | Medium | 7 | 4 | Sprint 3 |
| US006 | As a compliance officer, I want to detect fraudulent transactions to mitigate risk | Implement fraud detection algorithms | High | 9 | 8 | Sprint 3 |
| US007 | As an admin, I want to manage user roles and access to ensure data security | Create user role and access management system | Medium | 6 | 4 | Sprint 4 |
| US008 | As a customer, I want to receive email notifications for order updates to stay informed | Develop automated email notifications | Low | 5 | 3 | Sprint 4 |
| US009 | As a sales rep, I want integrated CRM to have a 360-degree view of customers | Integrate CRM with sales and customer service | High | 8 | 6 | Sprint 5 |
| US010 | As a purchasing manager, I want an automated purchase requisition workflow to streamline approvals | Create purchase requisition workflow | Medium | 7 | 5 | Sprint 5 |
| US011 | As a field sales rep, I want a mobile-friendly interface to access the system on the go | Develop mobile-friendly user interface | Medium | 6 | 4 | Sprint 6 |
| US012 | As an IT admin, I want to monitor system performance and receive alerts for issues | Implement performance monitoring and alerts | Low | 5 | 4 | Sprint 6 |
| US013 | As a finance manager, I want integrated invoicing and billing to streamline financial processes | Create integrated invoicing and billing system | High | 9 | 7 | Sprint 7 |
| US014 | As a customer, I want a self-service portal to manage my orders and inquiries | Develop self-service customer portal | Medium | 7 | 6 | Sprint 7 |
| US015 | As an IT admin, I want to ensure data backup and recovery to prevent data loss | Implement data backup and recovery solutions | Medium | 7 | 5 | Sprint 8 |
| US016 | As a purchasing manager, I want supplier performance analytics to evaluate and select suppliers | Create supplier performance analytics | Low | 6 | 4 | Sprint 8 |

**Sprint Backlog**

Sprint1:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **User Story ID** | **User Story** | **Tasks** | **Owner** | **Status** | **Estimated Effort (hours)** |
| US001-S1 | As a sales rep,  I want to process sales orders efficiently so that I can reduce order processing time | Develop sales order processing module | Developer A | In Progress | 40 |
| US002-S1 | As an inventory manager,  I want real-time inventory tracking to avoid stockouts and overstocking | Implement inventory tracking system | Developer B | Not Started | 35 |
| US003-S1 | As a customer service rep,  I want to manage customer inquiries efficiently to improve response times | Create customer service ticketing system | Developer C | In Progress | 8 |
| US004-S1 | As a purchasing manager,  I want the purchasing system to integrate with inventory for better planning | Integrate purchasing module with inventory | Developer D | Not Started | 12 |
| US005-S1 | As a sales manager,  I want to see real-time sales data to make informed decisions | Develop real-time sales reporting dashboard | Developer A | In Progress | 45 |
| US006-S1 | As a compliance officer,  I want to detect fraudulent transactions to mitigate risk | Implement fraud detection algorithms | Developer B | Not Started | 20 |
| US007-S1 | As an admin,  I want to manage user roles and access to ensure data security | Create user role and access management system | Developer C | In Progress | 10 |
| US008-S1 | As a customer,  I want to receive email notifications for order updates to stay informed | Develop automated email notifications | Developer D | Not Started | 5 |
| US009-S1 | As a sales rep,  I want integrated CRM to have a 360-degree view of customers | Integrate CRM with sales and customer service | QA Tester 1 | In Progress | 10 |
| US010-S1 | As a purchasing manager,  I want an automated purchase requisition workflow to streamline approvals | Create purchase requisition workflow | Developer A | Not Started | 15 |
| US011-S1 | As a field sales rep,  I want a mobile-friendly interface to access the system on the go | Develop mobile-friendly user interface | Developer B | In Progress | 20 |
| US012-S1 | As an IT admin,  I want to monitor system performance and receive alerts for issues | Implement performance monitoring and alerts | Developer C | Not Started | 25 |
| US013-S1 | As a finance manager,  I want integrated invoicing and billing to streamline financial processes | Create integrated invoicing and billing system | Developer D | In Progress | 20 |
| US014-S1 | As a customer,  I want a self-service portal to manage my orders and inquiries | Develop self-service customer portal | QA Tester 2 | Not Started | 30 |
| US015-S1 | As an IT admin,  I want to ensure data backup and recovery to prevent data loss | Implement data backup and recovery solutions | QA Tester 3 | In Progress | 20 |

A screenshot of a computer

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**Document 6: Sprint meetings**

**Sprint Planning Meeting**

|  |  |
| --- | --- |
| Date | 23/05/2024 |
| Time | 09:30 AM |
| Location | A12 Rogue, HQ |
| Prepared By | Manoj |
| Attendees | Business Analyst, Technical Team, Project Manager, Architect |

**Agenda Topics**

|  |  |  |
| --- | --- | --- |
| Topic | Presenter | Time Allotted |
| Login Page | Manoj | 1:00 Hr |
| Login Auth | Manoj | 1:00 Hr |

**Other Information**

|  |  |
| --- | --- |
| Observers | Project Manager, Solution Architect |
| Resources | Internet |
| Special Notes | NA |

**Sprint review meeting**

|  |  |
| --- | --- |
| Date | 23/05/2024 |
| Time | 09:30 AM |
| Location | A12 Rogue, HQ |
| Prepared By | Manoj |
| Attendees | Business Analyst, Technical Team, Project Manager, Architect |

|  |  |  |  |
| --- | --- | --- | --- |
| Sprint Status | Things to Demo | Quick Updates | Whats Next |
| In Progress | Login Auth | Auth 2.0 version released | Modifications for Auth 2.0 Page |

**Sprint Retrospective meeting**

|  |  |
| --- | --- |
| Date | 23/05/2024 |
| Time | 09:30 AM |
| Location | A12 Rogue, HQ |
| Prepared By | Manoj |
| Attendees | Business Analyst, Technical Team, Project Manager, Architect |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agenda | What went well | What dint go well | Questions | Reference |
| Login Page | All Stories | NA | NA | NA |
| Login Auth | NA | Auth 1.0 | Already discussed | Modifications required |

**Daily Standup Meeting**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name/Role | Monday | Tuesday | Wednesday | Thursday | Friday |
| Developer 1 | Worked on implementing UI Changes for admin dashboard | Tested the new communication functionality for teachers | Attended backlog grooming meeting | Fixed bugs reported by QA | Reviewed pull requests |
| Developer 2 | Implemented role management system | Conducted code review for feature X | Discussed architecture changes with team | Updated documentation | Collaborated with designer on UI improvements. |
| Developer 3 | Worked on backend API integration. | Fixed database connection issues | Investigated performance bottlenecks | Implement unit tests. | Refactored legacy code |
| Developer 4 | Developed notification system for clients | Tested integration with third party services | Resoled issue with the messaging feature | Improved database query performance. | Optimized front-end performance |
| Developer 5 | Worked on generating reports | Collaborated with QA to define test cases. | Fixed UI issues in the portal. | Updated security settings | Enhanced the performance of the gradebook module. |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name/Role | Monday | Tuesday | Wednesday | Thursday | Friday |
| Developer 1 | Continue working on UI enhancements. | Implement pagination for notifications. | Collaborate with QA on testing new features. | Attend sprint planning meeting | Start work on teacher communication feature. |
| Developer 2 | Address feedback from code review. | Start working on performance tracking. | Participate in sprint review meeting. | Assist with production deployment | Attend design critique session. |
| Developer 3 | Fix API endpoint issues reported by frontend team. | Update API documentation. | Review pull requests from teammates | Conduct performance testing. | Attend team sync-up meeting. |
| Developer 4 | Develop notification system for upcoming events | Integrate third-party services for analytics. | Resolve issues with messaging feature | Optimize database queries | Enhance front-end performance for client portal |
| Developer 5 | Generate progress report | Collaborate with QA to define test cases | Fix UI issues in client communication module. | Update security settings. | Enhance gradebook performance. |

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

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