**Live Project**

**Document 1: Definition of Done**

Answer **–**

The **Definition of Done (DoD)** is categorized into three levels: **User Story**, **Sprint**, and **Release**, each with specific criteria to ensure the work is considered complete.

**1. User Story Definition of Done (DoD)**

A user story is deemed "done" when the following criteria are met:

* **Code implementation completed**: All functionalities for the user story are coded.
* **Acceptance criteria fulfilled**: The feature satisfies all the specified acceptance criteria and behaves as expected.
* **Unit tests passed**: Unit tests are written and successfully executed for the story.
* **UX approval**: The user interface and experience are reviewed and approved by the UX team.
* **Peer review conducted**: Code quality and standards are validated through a peer review process.
* **Acceptance criteria tested**: Functionality is verified through testing against the defined acceptance criteria.
* **Product Owner approval**: The Product Owner reviews and confirms the feature meets business requirements.

**2. Sprint Definition of Done (DoD)**

A sprint is considered "done" when the following conditions are satisfied:

* **Completion of all user stories**: Every user story in the sprint backlog is implemented, tested, and accepted.
* **Code deployed to test environment**: All code is successfully deployed to a test environment mirroring production.
* **Unit tests written and passing**: All user stories have unit tests, and they pass successfully.
* **Quality assurance completed**: QA testing is performed, and all identified issues are resolved.
* **Stakeholder demo conducted**: A product demo is provided to stakeholders, including the Product Owner and team.
* **Sprint review and retrospective completed**: Feedback is gathered and discussed in the review and retrospective sessions.
* **Updated documentation**: Relevant user guides and technical documentation are revised to reflect the completed work.

**3. Release Definition of Done (DoD)**

A product release is "done" when the following criteria are fulfilled:

* **Completion of all release features**: All features in the release backlog are implemented, tested, and accepted.
* **Code deployed to production**: The code is successfully deployed to the live production environment.
* **Acceptance tests passed**: All acceptance tests for the release are executed successfully.
* **System functionality verified**: Real-time inventory, payment gateways, and order management systems are fully operational.
* **No critical issues**: No blockers or critical bugs exist that impact the release or end-user experience.
* **Release notes finalized**: Comprehensive release notes outlining new features, fixes, and updates are prepared and reviewed.
* **Stakeholder approval**: The Product Owner and key stakeholders approve the release.
* **Post-release support plan established**: A plan for post-release monitoring, customer feedback handling, bug resolution, and system performance is in place.

**Document 2- Product Vision**

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| **Scrum Project** **Name -** | Passport Verification System with Integrated Travel Card |
| **Venue**  | Seminar Hall, 4th Floor |
| **Date –** 10/1/2025 | **Start Time –** 11:00 am | **End Time –** 2:00 pm | **Duration :** 3 hours |
| **Client -** International Travel and Immigration Authority |
| **Stakeholder List -**  |
| Passport Applicants (End Users)Immigration OfficersAirlinesCustoms DepartmentsVisa Issuance Authorities |
| **Scrum Team** |
| **Scrum Master**: Alex Carter |
| **Product Owner**: Prathamesh Chaudhari |
| **Scrum Developer 1**: Emily Roberts |
| **Scrum Developer 2**: Rajiv Sharma |
| **Scrum Developer 3:** Sophia Green |
| **Scrum Developer 4**: Ahmed Khan |

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| **Vision -** Our vision is to revolutionize the passport application and travel verification process by delivering a highly secure, efficient, and user-centric digital platform. By integrating an innovative Travel Card, we aim to simplify global mobility, enhance user convenience, and establish a new standard for modernized public services in the travel sector. |
| **Target Group**Governments and immigration authorities globally , Frequent international travelers , Airlines and global transportation servicesIndividual travelers (tourists, business professionals, and students)Government agencies responsible for passport and visa processing | **Needs**Elimination of manual errors and delays in passport application and verification processes. Integration of passport, visa, and travel data for seamless user experience.Faster passport issuance and immigration clearance, Secure and unified travel documentation.options, and easy returns process. | **Product**The product is a Digital Passport Verification System combined with a Travel Card that serves as a digital extension of a physical passport.QR code-enabled smart card for instant verification. Blockchain-backed data security The product leverages existing technologies such as blockchain, end-to-end encryption, and cloud platforms. | **Value**Establishes leadership in digitized public services. Builds trust and reputation through compliance with international standards Increased operational efficiency by reducing manual interventions.Partnership opportunities with airlines and global agencies. |

**Document 3: User stories**

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| User Story No – 1 | Task - 2 | Priority- High |
| **As a user,** **I want to register and submit my passport application online, so that I can avoid visiting the passport office unnecessarily.** |
| BV – 500 | CP - 2 |
| Acceptance Criteria –* The system allows online registration with mandatory fields for personal details and document upload.
* Applicants receive a confirmation email upon successful submission.
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| User Story No – 2 | Task - 2 | Priority- High |
| **As a user…I want to book a slot for in-person verification, so that I can schedule my visit conveniently.** |
| BV – 500 | CP - 2 |
| Acceptance Criteria –* A slot calendar displays available time slots based on location.
* Users can select and confirm slots, receiving instant confirmation.
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| User Story No – 3 | Task - 4 | Priority- High |
| **As a user…I want to upload my documents in a secure environment, so that I can protect my sensitive information.** |
| BV – 200 | CP - 2 |
| Acceptance Criteria –* Document upload is encrypted and saved securely in the database.
* Users are notified of successful uploads or errors.
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| User Story No – 4 | Task - 4 | Priority- Medium |
| **As an immigration officer,I want to scan the travel card quickly, so that I can retrieve passenger data instantly.** |
| BV – 100 | CP - 2 |
| Acceptance Criteria –* Scanning the QR code retrieves passport details within 2 seconds.
* System flags discrepancies for further review.
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| User Story No – 5 | Task - 3 | Priority- High |
| **As an immigration officer,I want to view a passenger's travel history, so that I can verify compliance with visa regulations.** |
| BV – 200 | CP – 3 |
| Acceptance Criteria –* Travel history is displayed in chronological order.
* Only authorized officers can access the data.
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| User Story No – 6 | Task - 4 | Priority- High |
| **As an immigration officer,I want alerts for expired visas, so that I can identify non-compliant travelers.** |
| BV – 200 | CP - 3 |
| Acceptance Criteria –* Expired visas are flagged in red with relevant details.
* Officers receive real-time notifications during the scan.
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| User Story No – 7 | Task - 5 | Priority- High |
| **As a customs officer,I want to verify the authenticity of the travel card, so that I can prevent identity fraud.** |
| BV – 500 | CP - 5 |
| Acceptance Criteria –* QR code scans cross-check against blockchain records.
* Suspicious cards trigger additional authentication steps.
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| User Story No – 8 | Task - 3 | Priority- High |
| **As a visa issuance authority,I want to upload e-visas directly to the travel card, so that travelers can access them seamlessly.** |
| BV – 200 | CP -  |
| Acceptance Criteria –* E-visas are securely linked to the applicant's profile upon issuance.
* Travelers are notified of successful uploads via email or SMS.
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| User Story No – 9 | Task - 4 | Priority- High |
| **As a frequent traveler,I want reminders for visa expirations, so that I can renew them on time.** |
| BV – 100 | CP - 2 |
| Acceptance Criteria –* Notifications are sent 30 and 7 days before expiration.
* Users can access renewal links directly from the alert.
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| User Story No – 10 | Task - 2 | Priority- Medium |
| **As an airline staff member,I want to verify passenger identities using travel cards, so that I can ensure smooth boarding.** |
| BV – 50 | CP - 1 |
| Acceptance Criteria –* Travel cards are scanned and matched to the passenger manifest.
* Errors are flagged for manual verification.
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| User Story No – 11 | Task - 2 | Priority- Low |
| **As a customs officer,I want to access information about restricted travel zones, so that I can monitor compliance.** |
| BV – 50 | CP - 1 |
| Acceptance Criteria –* Restricted zones are listed with passenger travel history.
* Notifications are triggered if violations occur.
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| User Story No – 12 | Task - 3 | Priority- High |
| **As a passport applicant,I want to track my application status online, so that I can stay updated without contacting the office.** |
| BV – 200 | CP - 3 |
| Acceptance Criteria –* The system provides a dashboard showing real-time updates for each process stage.
* Notifications are sent upon status changes.
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| User Story No – 13 | Task - 4 | Priority- High |
| **As an immigration officer,I want to identify forged travel cards, so that I can prevent illegal activities.** |
| BV – 200 | CP - 3 |
| Acceptance Criteria –* Travel cards are verified against blockchain records.
* Suspicious cards trigger alerts for further inspection.
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| User Story No – 14 | Task - 3 | Priority- Medium |
| **As an airline,I want to integrate travel card data with our check-in system, so that I can streamline passenger verification.** |
| BV – 100 | CP - 3 |
| Acceptance Criteria –* The API allows data sharing between travel card and airline systems.
* Errors are flagged during integration testing.
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| User Story No – 15 | Task - 3 | Priority- Medium |
| **As a visa issuance authority,I want to verify applicants' travel history before issuing a visa, so that I can assess their eligibility.** |
| BV – 100 | CP - 2 |
| Acceptance Criteria –* Travel history is displayed for all previous international trips.
* The system flags visa violations automatically.
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| User Story No – 16 | Task - 3 | Priority- High |
| **As a frequent traveler,I want to access my consolidated travel records, so that I can analyze my travel patterns.** |
| BV – 200 | CP - 3 |
| Acceptance Criteria –* Travel history is available in a downloadable report format.
* Users can filter records by date or country.
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| User Story No – 17 | Task - 3 | Priority- High |
| **As a customs officer,I want a flagging system for suspicious travel patterns, so that I can investigate further** |
| BV – 200 | CP - 3 |
| Acceptance Criteria –* Patterns like frequent travel to restricted areas are flagged.
* Alerts are visible on the customs officer dashboard.
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| User Story No – 18 | Task - 3 | Priority- High |
| **As a passport applicant,I want biometric authentication for login, so that I can secure my account effectively.** |
| BV – 100 | CP - 2 |
| Acceptance Criteria –* Biometric login supports fingerprint and facial recognition.
* Fallback options are available for forgotten credentials.
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| User Story No – 19 | Task - 2 | Priority- High |
| **As an airline staff member,I want to view passenger visa details via the travel card, so that I can verify their eligibility to travel.** |
| BV – 100 | CP - 2 |
| Acceptance Criteria –* Visa details are displayed upon scanning the travel card.
* Expired or invalid visas are flagged in red.
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| User Story No – 20 | Task - 5 | Priority- High |
| **As a customs officer,I want to access travel cards offline in case of network issues, so that I can avoid processing delays.** |
| BV – 200 | CP - 3 |
| Acceptance Criteria –* Travel card QR codes store limited offline data.
* The system syncs offline records when the network is restored.
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| User Story No – 21 | Task - 4 | Priority- Medium |
| **As a passport applicant,I want a chatbot to answer my questions, so that I can resolve issues without waiting for support** |
| BV – 200 | CP - 3 |
| Acceptance Criteria –* The chatbot provides responses to common queries.
* Escalations are routed to human support.
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| User Story No – 22 | Task - 3 | Priority- High |
| **As a visa issuance authority,I want the system to notify me of duplicate visa applications, so that I can prevent fraud.** |
| BV – 100 | CP - 2 |
| Acceptance Criteria –* Duplicate applications are flagged based on passport number.
* The system provides a detailed report for review.
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| User Story No – 23 | Task - 2 | Priority- Low |
| **As an immigration officer,I want to receive instant notifications of flagged passengers, so that I can take immediate action.** |
| BV – 50 | CP - 1 |
| Acceptance Criteria –* Alerts are triggered for passengers with flagged histories.
* Notifications include reasons for the flag.
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| User Story No – 24 | Task - 3 | Priority- High |
| **As an airline,I want a pre-departure verification system, so that I can ensure all passengers meet travel requirements.** |
| BV – 200 | CP - 3 |
| Acceptance Criteria –* Travel card data is verified 24 hours before departure.
* Discrepancies are flagged for manual review.
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| User Story No – 25 | Task - 2 | Priority- High |
| **As a frequent traveler,I want loyalty program integration, so that I can earn rewards seamlessly.** |
| BV – 100 | CP - 2 |
| Acceptance Criteria –* Travel card integrates with participating loyalty programs.
* Points are updated automatically after trips.
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| User Story No – 26 | Task - 3 | Priority- Medium |
| **As a customs officer,I want access to real-time passenger databases, so that I can verify claims instantly.** |
| BV – 100 | CP - 2 |
| Acceptance Criteria –* Real-time data updates are available via secure connections.
* Data access is restricted to authorized users.
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| User Story No – 27 | Task - 2 | Priority- Medium |
| **As a passport applicant,I want emergency travel card replacement options, so that I can continue traveling if my card is lost.** |
| BV – 100 | CP - 1 |
| Acceptance Criteria –* Replacement requests are processed within 48 hours.
* Applicants receive tracking updates for the new card.
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| User Story No – 28 | Task - 2 | Priority- High |
| **As a visa issuance authority,I want automated visa expiry tracking for all travelers, so that I can enforce compliance.** |
| BV – 200 | CP - 3 |
| Acceptance Criteria –* The system tracks and flags expiring visas.
* Alerts are sent to travelers and relevant authorities.
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| User Story No – 29 | Task - 2 | Priority- Medium |
| **As a frequent traveler,I want integrated travel insurance, so that I can access coverage information quickly.** |
| BV – 100 | CP - 2 |
| Acceptance Criteria –* Travel card links to active travel insurance policies.
* Policy details are available upon scanning the QR code.
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| User Story No – 30 | Task - 2 | Priority- Low |
| **As a passport applicant,I want to preview my travel card design, so that I can verify its details before printing.** |
| BV – 50 | CP - 1 |
| Acceptance Criteria –* A preview is generated before final submission.
* Users can request changes if necessary.
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| User Story No – 31 | Task - 4 | Priority- Medium |
| **As an immigration officer,I want to track suspicious passenger movements over time, so that I can investigate potential threats.** |
| BV – 100 | CP - 2 |
| Acceptance Criteria –* The system generates movement patterns for flagged individuals.
* Alerts are sent for significant deviations from normal routes.
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| User Story No – 32 | Task - 2 | Priority- High |
| **As an immigration officer,I want access to biometric authentication data, so that I can confirm passenger identities with high** |
| BV – 200 | CP - 3 |
| Acceptance Criteria –* Biometric data (e.g., fingerprint or facial recognition) is retrieved upon scanning the travel card.
* The system verifies data within 3 seconds and flags mismatches.
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| User Story No – 33 | Task - 3 | Priority- Medium |
| **As a frequent traveler,I want the travel card to integrate with airline boarding passes, so that I can experience faster boarding.** |
| BV – 100 | CP – 2 |
| Acceptance Criteria –* Boarding pass details are automatically linked to the travel card.
* Passengers can proceed to boarding with a single scan at the gate.
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| User Story No – 34 | Task - 2 | Priority- High |
| **As a passport applicant,I want to receive alerts for incomplete document uploads, so that I can complete my application without delays.** |
| BV – 100 | CP - 2 |
| Acceptance Criteria –* The system checks for missing mandatory documents during application.
* Alerts are sent via email or SMS for incomplete uploads.
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| User Story No – 35 | Task - 2 | Priority- Medium |
| **As a customs officer,I want to verify declarations linked to travel cards, so that I can process customs clearances more efficiently.** |
| BV – 100 | CP - 2 |
| Acceptance Criteria –* Customs declarations are stored digitally and accessible via the travel card.
* Flags are generated for items that exceed declared limits or require special permissions.
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| User Story No – 36 | Task - 2 | Priority- Medium |
| **As a visa issuance authority,I want to automate the visa approval process for low-risk travelers, so that I can focus on complex** |
| BV – 100 | CP - 2 |
| Acceptance Criteria –* Low-risk travelers are identified based on predefined criteria (e.g., travel history, no violations).
* Approved visas are automatically linked to their travel card.
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**Document 4: Agile PO Experience**

**Agile Product Owner Experience – Passport Verification System**

**1. Market Analysis**

**Market Need/Demand Analysis**

* Conducted in-depth research to understand the demand for a streamlined passport verification system integrated with a travel card.
* Identified the target audience—passport applicants, immigration officers, and government agencies—along with their pain points and expectations for a modern, user-friendly platform.

**Competitor and Similar Product Analysis**

* Performed competitive analysis to evaluate existing systems in the market.
* Benchmarked the Passport Verification System’s features against competitors to identify unique selling points (USPs), such as QR code-enabled travel cards and blockchain-based security.

**2. Enterprise Analysis**

**Market Opportunity Due Diligence**

* Evaluated the feasibility and profitability of the Passport Verification System.
* Assessed market trends, potential revenue, and associated risks to ensure the project aligns with business goals and objectives.

**3. Product Vision and Roadmap**

**Vision Development**

* Defined a vision for the Passport Verification System to address the need for a secure, efficient, and globally scalable digital passport platform with features like online applications, real-time notifications, and integrated travel cards.

**Roadmap Creation**

* Developed a high-level product roadmap outlining major features and their delivery timelines.
* Ensured alignment with business objectives and market demands, incorporating feedback from stakeholders.

**4. Managing Product Features**

**Stakeholder Expectations**

* Collaborated with stakeholders, including government bodies, immigration authorities, and end-users, to gather and manage expectations.
* Balanced stakeholder needs with business value (BV) and technical complexity to prioritize features.

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

* Prioritized key epics and features, such as blockchain integration, multi-language support, and real-time visa notifications, based on criticality and ROI.
* Ensured development of high-impact features first, such as QR-enabled travel cards and biometric authentication.

**5. Managing Product Backlog**

**Backlog Prioritization**

* Prioritized user stories based on stakeholder feedback, business value, and feasibility.
* Ensured that the backlog remained well-organized and ready for sprint planning.

**Reprioritization**

* Dynamically reprioritized backlog items during sprint planning sessions to accommodate changing requirements or emerging opportunities.

**Epics Planning**

* Defined and planned epics, breaking them down into manageable user stories to align with sprint milestones.

**6. Managing Overall Iteration Progress**

**Sprint Progress Review**

* Monitored sprint progress and reviewed deliverables to ensure alignment with the product roadmap and stakeholder expectations.

**Reprioritization**

* Adjusted sprint and epic priorities based on feedback from reviews and changes in project scope.

**Sprint Retrospectives**

* Conducted retrospectives with the Scrum team and Business Analysts to identify improvements and ensure the continuous delivery of high-quality outputs.

**7. Sprint Meetings Experience**

As a Product Owner, I actively participated in and facilitated the following Scrum ceremonies:

**Sprint Planning Meeting**

* Defined sprint goals, finalized scope, and ensured the team understood sprint priorities.

**Daily Scrum Meeting**

* Collaborated with the Scrum team to track progress, address blockers, and align tasks with sprint goals.

**Sprint Review Meeting**

* Presented completed stories and features to stakeholders, gathered feedback, and validated deliverables.

**Sprint Retrospective Meeting**

* Discussed successes and challenges with the team to optimize future sprints.

**Backlog Refinement Meeting**

* Regularly groomed and refined the product backlog to ensure readiness for upcoming sprints.

**8. User Stories Creation**

Gained extensive experience in creating user stories for the Passport Verification System project. Each story included:

* **Story No:** Unique identifier for each user story.
* **Tasks:** Detailed breakdown of work required to complete the story.
* **Priority:** Classification based on importance and urgency.
* **Acceptance Criteria:** Clear, measurable conditions for story completion.
* **BV (Business Value):** Value the story adds to the organization.
* **CP (Complexity Points):** Estimated effort required to complete the story.

**9. Role of a Product Owner in Scrum**

As the Product Owner for this project, I served as the liaison between stakeholders and the Scrum team. My responsibilities included:

**Communicating with Stakeholders**

* Gathered requirements, clarified needs, and ensured alignment with the product vision.

**Collaborating with Scrum Teams**

* Worked closely with developers, testers, and the Scrum Master to ensure smooth sprint execution.

**Defining Product Features**

* Translated stakeholder requirements into actionable user stories and prioritized them in the backlog.

**Breaking Down Features**

* Decomposed high-level features into detailed backlog items for efficient development.

**10. Learnings from the Passport Verification System Project**

This project has been a significant learning experience, teaching me:

* The importance of conducting thorough market and competitor analysis.
* How to define a clear and actionable product vision and roadmap.
* Effective backlog management and prioritization techniques.
* Best practices for facilitating sprint ceremonies, such as planning, reviews, and retrospectives.
* How to balance stakeholder expectations, business value, and technical feasibility.

Through this project, I developed a deep understanding of the Agile framework, the responsibilities of a Product Owner, and the steps to drive a product to successful delivery while ensuring stakeholder satisfaction.

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

**Product Backlog**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **User Story ID** | **User Story** | **Tasks** | **Priority** | **BV** | **CP** | **Sprint** |
| US-001 | Submit personal details online | Input personal data | High | 500 | 2 | Sprint 1 |
| US-002 | Upload required documents | Upload and validate files | High | 500 | 3 | Sprint 1 |
| US-003 | Book appointment slots for verification | Display and confirm available slots | High | 200 | 3 | Sprint 1 |
| US-004 | Issue travel card after verification | Generate travel card with QR code | High | 500 | 8 | Sprint 1 |
| US-005 | Provide real-time notifications for visa expiration | Notify users of upcoming visa expiry | Medium | 200 | 3 | Sprint 1 |
| US-006 | Integrate blockchain for travel history | Implement blockchain ledger | Medium | 500 | 3 | Sprint 1 |
| US-007 | Add facial recognition for biometric authentication | Develop and test facial recognition | High | 500 | 8 | Sprint 1 |
| US-008 | Provide multilingual support | Translate platform for major languages | Medium | 100 | 5 | Sprint 2 |
| US-009 | Enable offline access to travel card details | Implement offline mode for key features | Medium | 200 | 3 | Sprint 2 |
| US-010 | Develop a dashboard for administrators | Create admin dashboard for monitoring | High | 500 | 2 | Sprint 2 |
| US-011 | Automate form validation | Add validation checks for user input | High | 500 | 3 | Sprint 2 |
| US-012 | Add CAPTCHA for form submissions | Implement CAPTCHA to prevent bots | High | 200 | 3 | Sprint 2 |
| US-013 | Notify users about policy updates | Implement notification for changes | Medium | 500 | 8 | Sprint 2 |
| US-014 | Integrate payment gateway for travel card fees | Add secure payment processing | High | 200 | 3 | Sprint 3 |
| US-015 | Add video tutorials for user onboarding | Create and upload tutorials | Medium | 500 | 3 | Sprint 3 |
| US-016 | Provide real-time chat support | Enable live chat for user assistance | High | 500 | 8 | Sprint 3 |
| US-017 | Track failed login attempts | Log and monitor unsuccessful attempts | Medium | 100 | 5 | Sprint 3 |
| US-018 | Offer a feedback submission form | Allow users to submit feedback easily | Medium | 200 | 3 | Sprint 3 |
| US-019 | Generate monthly system performance reports | Create automated performance reports | Medium | 500 | 2 | Sprint 3 |
| US-020 | Add audit trail for admin activities | Track admin actions for accountability | High | 500 | 3 | Sprint 3 |

**Sprint Backlog**

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| --- | --- | --- | --- | --- | --- |
| **User Story ID** | **User Story** | **Tasks** | **Owner** | **Status** | **Estimated Effort (Hours)** |
| US-001 | Submit personal details online | Input personal data, Validate input | Developer 1 | In Progress | 6 |
| US-002 | Upload required documents | Upload files, Validate file formats | Developer 2 | To Do | 5 |
| US-003 | Book appointment slots for verification | Display available slots, Confirm bookings | Developer 3 | In Progress | 8 |
| US-004 | Issue travel card after verification | Generate QR code, Link card to profile | Developer 4 | To Do | 10 |
| US-005 | Provide real-time notifications for visa expiration | Set up notifications, Test notification logic | Developer 5 | To Do | 7 |
| US-006 | Integrate blockchain for travel history | Implement ledger, Test data integrity | Developer 6 | To Do | 10 |
| US-007 | Add facial recognition for biometric authentication | Develop facial recognition, Test on devices | Developer 7 | To Do | 12 |
| US-008 | Provide multilingual support | Translate platform, Test translations | Developer 8 | To Do | 8 |
| US-009 | Enable offline access to travel card details | Develop offline mode, Sync offline data | Developer 9 | To Do | 9 |

**Sprint Burnup Chart –**

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**Sprint Burn Down Chart –**

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**Document 6: Sprint meetings**

**Meeting Type 1: Sprint Planning meeting**

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| --- | --- |
| **Date**  | January 11, 2025 |
| **Time**  | 10:00 AM to 11:30 AM |
| **Location**  | Conference Room A |
| **Prepared By**  | Prathamesh Chaudhari  |
| **Attendees** | **Scrum Master**: Alex Carter |
|  | **Product Owner**: Prathamesh Chaudhari |
|  | **Scrum Developer 1**: Emily Roberts |
|  | **Scrum Developer 2**: Rajiv Sharma |
|  | **Scrum Developer 3:** Sophia Green |
|  | **Scrum Developer 4**: Ahmed Khan |
|  | **Scrum Master**: Alex Carter |

**Agenda Topics**

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| --- | --- | --- |
| **Topic** | **Presenter** | **Time Allotted** |
| Review Sprint Goals | Product Owner (Prathamesh) | 20 minutes |
| Discuss Sprint Backlog | Scrum Master | 30 minutes |
| Task Assignment | Developers/Team Leads | 20 minutes |
| Clarify Roadblocks/Queries | All Attendees | 10 minutes |
| Define Sprint Timeline | Scrum Master | 10 minutes |

**Other Information –**

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| **Observers** | **Client -** International Travel and Immigration Authority |
| **Resources** | * Sprint backlog items prepared in Jira.
* Passport Verification System documentation available in Confluence.
* Product Backlog.
* Definition of Done (DoD) Document.
 |
| **Special Notes** | * Ensure alignment on sprint goals with stakeholders before task assignment.
* Focus on resolving the **QR code generation and scanning issues** identified in the previous sprint.
* Developers should prioritize completing the **biometric authentication module** in this sprint.
* Emphasize testing for compliance with **GDPR and data security standards**
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**Meeting Type 2: Sprint review meeting**

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| --- | --- |
| **Date**  | January 12, 2025 |
| **Time**  | 3:00 PM to 4:30 PM |
| **Location**  | Conference Room B |
| **Prepared By**  | Prathamesh Chaudhari |
| **Attendees** | **Scrum Master**: Alex Carter |
|  | **Product Owner**: Prathamesh Chaudhari |
|  | **Scrum Developer 1**: Emily Roberts |
|  | **Scrum Developer 2**: Rajiv Sharma |
|  | **Scrum Developer 3:** Sophia Green |
|  | **Scrum Developer 4**: Ahmed Khan |
|  | **Scrum Master**: Alex Carter |

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| **Sprint Status** | **Things to Demo** | **Quick Updates** | **What’s Next** |
| Completed | Login and Signup functionality | Fully implemented and tested. | Prepare for API security enhancements and integrate with biometric authentication. |
| In Progress | Travel Card QR Code functionality | QR code generation and scanning features are working; requires further validation. | Complete end-to-end testing and ensure compatibility with immigration systems. |
| Pending Integration | Payment Gateway module | UI is ready, but backend payment processing integration is pending. | Complete backend integration and conduct end-to-end testing in the next sprint. |
| In Progress | Visa Notification System | Notification logic for visa expiration reminders is partially implemented. | Finalize testing and integrate notifications for multiple channels (email, SMS). |
| Completed Initial Setup | Dashboard for Application Metrics | Initial setup completed; key metrics such as application counts and approval rates are being fetched. | Add additional filters and ensure accurate reporting for user and application behavior. |

**Meeting Type 3: Sprint retrospective meeting**

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| **Date**  | January 16, 2025 |
| **Time**  | 2:00 PM to 4:30 PM |
| **Location**  | Conference Room B |
| **Prepared By**  | Prathamesh Chaudhari |
| **Attendees** | **Scrum Master**: Alex Carter |
|  | **Product Owner**: Prathamesh Chaudhari |
|  | **Scrum Developer 1**: Emily Roberts |
|  | **Scrum Developer 2**: Rajiv Sharma |
|  | **Scrum Developer 3:** Sophia Green |
|  | **Scrum Developer 4**: Ahmed Khan |
|  | **Scrum Master**: Alex Carter |
|  | **Tester** : Karen  |

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| **Agenda** | **What Went Well** | **What Didn’t Go Well** | **Questions Reference** |
| Review sprint goals | Majority of goals were met on time, with high quality. | Scope creep caused delays in completing the payment gateway module. | How can we avoid scope creep in future sprints? |
| Development process | Team collaboration was smooth, with quick code reviews. | Backend integration for QR code functionality faced unforeseen challenges. | What steps can we take to anticipate and address such issues? |
| Testing and QA | Test cases for all modules were thorough and efficient. | Some bugs were identified late, affecting the demo prep. | How can we improve early detection of critical bugs? |
| Communication with stakeholders | Feedback loops were quick and actionable. | Limited clarity on requirements for biometric authentication features. | How can we ensure better clarity during requirement gathering? |
| Tools and technology usage | Jira and Git helped streamline sprint tracking. | Occasional delays in updating task statuses in Jira. | Should we allocate time for daily tool updates? |

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

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| **Question** | **Name/Role** | **Week “2” (from 10-01-2025 to 17-01-2025)** |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| What did you do yesterday? | Developer 1 | Fixed bugs in the travel card module. | Finalized APIs for QR code generation. | Tested QR code scanning functionality. | Worked on UI updates for visa notification. | Prepared demo slides for stakeholder review. | Reviewed sprint goals. | - |
|  | Developer 2 | Updated database schema for travel logs. | Deployed changes to staging environment. | Ran unit tests for blockchain integration. | Fixed minor UI bugs in travel history module. | Collaborated on test cases for encryption. | Updated backlog tasks. | - |
|  | Developer 3 | Conducted code reviews for API endpoints. | Researched optimization for notification system. | Implemented search filters for visa tracking. | Assisted with API testing for integration. | Finalized sprint report. | Reviewed system documentation. | - |
| What will you do today? | Developer 1 | Test the travel card activation module. | Optimize backend processes for QR codes. | Review new test cases for visa alerts. | Collaborate on finalizing sprint tasks. | Participate in demo preparation. | Finalize testing scope. | - |
|  | Developer 2 | Work on deployment scripts for staging. | Validate API responses for blockchain data. | Update Jira tasks for encryption module. | Debug API endpoints for visa notifications. | Assist in the sprint review. | Share insights for retrospective. | - |
|  | Developer 3 | Complete feature documentation for notifications. | Test edge cases for visa tracking module. | Optimize search filter functionality. | Provide feedback on demo content. | Support retrospective preparation. | Finalize code cleanup. | - |
| What (if any) is blocking your progress? | Developer 1 | Delay in receiving updated API responses from Developer 2. | Dependencies on API testing feedback. | Minor delays in UI assets from design team. | Need approval for notification designs from stakeholders. | Clarity needed on demo script finalization. | Feedback loop for retrospective content. | - |
|  | Developer 2 | Clarifications needed on encryption requirements. | Dependencies on API validation from Developer 3. | Delay in receiving test cases for blockchain module. | Database schema updates needed for final deployment. | Coordination with QA team on end-to-end tests. | Dependency on stakeholder reviews for final sign-off. | - |
|  | Developer 3 | Need access to updated database schema for testing. | Lack of clarity on priority tasks for sprint. | Delay in receiving test data for notifications. | Approval on optimization algorithms from lead. | Final review of feature documentation pending. | Need confirmation on retrospective scope. | - |