Artyus Project — Scrum Master Work (8–10 Hours)

1. Sprint Planning & Backlog Setup — 2 Hours

- Conducted requirement discussions and converted them into clear user stories.
- Created product backlog (Epics → Stories → Tasks) with acceptance criteria.
- Estimated story points and finalized sprint goals with the team.

2. Daily Scrum & Team Coordination — 1.5 Hours

- Facilitated daily standups (10–15 mins) and ensured smooth team communication.
- Identified blockers early and coordinated backend–frontend–design dependencies.

3. JIRA Board Setup & Tracking — 1.5 Hours

- Created JIRA board with epics, tasks, subtasks, and sprint workflow.
- Monitored sprint progress through burndown and velocity charts.
- Ensured tickets matched Definition of Done before closure.

4. Sprint Review & Demo — 1 Hour

- Organized sprint review meetings and structured the demo flow.
- Captured product owner feedback and added follow-up items to the backlog.

5. Sprint Retrospective — 1 Hour

- Conducted retrospective to identify successes, issues, and improvements.
- Documented actionable items like clearer acceptance criteria and smaller stories.

6. Documentation & Communication — 1.5 Hours

- Maintained sprint summary notes, review logs, and retrospective outcomes.
- Shared weekly progress updates and clarified deliverables with the team.

7. Workflow Observations — 0.5 Hours

- Identified benefits of smaller user stories and async communication practices.
- Highlighted the need for better design → development handoff.

Excluded (0 Hours)

- No direct coding, design creation, business decisions, or HR responsibilities.