

Team Name: Working agreement docs. Date: 23/12/2023			
Team Values: Transparency Collaboration Accountability Continuous improvement	Team Ceremonies: Sprint Planning: Define the sprint backlog and set achievable goals at the beginning of each sprint. Daily Scrum: 15 mins to share progress and impediments and ask 3 questions. Sprint Demo/Review: Show completed work to stakeholders and gather feedback for improvements. Sprint Retrospective: Held at the end of each sprint to reflect on what went well, what could be improved and define action items for next sprint	Team Communication Norms: How will we communicate? Regular meetings and Team collaboration tools What tools will we use? Jira for task tracking and zoom for meetings and slack for daily communication. What communications norms drive interaction? Respond to messages within 24 hrs. be concise and clear in written communication. When do we ask for assistance? Immediately when facing roadblocks.	What is the Team Definition of Done? All code is reviewed and approved. Unit tests and integration tests are passed. Documentation is updated. Product owner approves completed user stories. Demonstration of functionality to stakeholders.
People and Support Norms: How will the team (scrum master, product owner and developers) treat each other? With respect, empathy, and active listening. How will the team treat other stakeholders? Professionally with a focus on meeting their needs and expectations. How will the team (Scrum master, developer and product owner) support each other? Help proactively and share knowledge for mutual growth.	Team Approach to Work Norms: What are the expectations for our own work? Deliver high quality work within agreed upon timelines. What are the expectations for each other's work? Provide constructive feedback and support continuous improvements. What are the expectations for meeting time commitments? Be punctual and respect meeting durations. How does the team avoid over-committing? Regularly assess workload capacity and	How will problems be solved? Collaboratively through open communication and problem-solving sessions. How will decisions be made? Through consensus involving relevant stakeholders	Shared Documents and Artifacts: What are the key documents we will create and share as a team? Project plan, sprint backlogs, user stories, and meeting minutes

	adjust commitments accordingly.		
--	------------------------------------	--	--

Sprint Execution Checklist				
The Sprint is normally a 15 or 30 day iteration where a useable and potentially releasable increment of a product is created				
Item	Consideration	Accomplished	Not Accomplished	Comments/Notes
1	Does the team agree with User Stories selected for the Sprint?	YES		Team agreement is essential. The team must agree they have the capacity or velocity to accomplish all work
2	Does the team agree with the definitions of "Done"?	YES		The definition is "Done" is a description of exactly what needs to be accomplished for the Sprint to be successful
3	Is the Sprint Backlog created and validated by the team?	YES		The Sprint Backlog is created by the team and defines tasks required to implement all selected User Stories
4	Are all tasks assigned and equitably distributed?	YES		The team self-organizes and assigns tasks. Tasks must be equitable. Everyone on the team must have tasks to perform
5	Is a Sprint Goal established?	YES		A Sprint Goal describes the work to be accomplished in a short, concise, and motivating manner
6	Are information radiators to include a Kanban Board and Burndown Chart created to support the Sprint?	YES		The Kanban Board is the primary means to identify and assign tasks and generates burndown charts to track Sprint progress.

7	Is the Kanban Board the focus of the Daily Scrum meeting and updated by the team?	YES		Each team member has a set of tasks, often color-coded, on the Kanban Board. The team updates the board.	
8	Is the Daily Scrum meeting conducted at the same time each day and completed in 15 minutes or less?	YES		The Daily Scrum meeting asks three questions: What did you do yesterday, what will you do today, and are there any blockers?	
9	Do all team members participate in all Sprint ceremonies?	YES		Maximum participation is essential to the success of Sprint planning, Sprint execution, and Sprint Review planning	
10	Is conflict managed in a constructive manner?	YES		All conflicts must be addressed and managed. This includes both functional and dysfunctional conflict	
11	Are "Swarms" established to collectively address and remedy problems?	YES		A "Swarm" is a method where multiple team members work together to focus on a problem or issue	
12	Are blockers identified during the Daily Scrum meeting and addressed immediately?	YES		Blockers are identified, posted on the Kanban Board, and addressed immediately	
13	Does the team take time to prepare for the Sprint Review/Demo?	YES		Time to prepare for the Sprint Review should be taken in the latter stages of the Sprint to ensure success	
14	Is time taken to refine the Product Backlog during the Sprint?	YES		The team must take time to help the Product Owner refine the Product	

				Backlog and ready User Stories for the next Sprint	
--	--	--	--	---	--

User Story Title: Commuter Basic Functionality Requirements				
<b>#0001</b>	<b>User Story Part I</b>		<b>User Story Part II Acceptance Criteria</b>	
Role	As a Commuter		1. Enter typical start and return	4. View alternative form of transportation options
Need	I need to be able to plan my commute		2. Receive best travel route within 15 minutes	5. Review justification for each option
Value	To save time and reduce stress		3. Receive real-time updates when conditions change	
User Story Title: Commuter Download and Sustainment				
<b>#0002</b>	<b>User Story Part I</b>		<b>User Story Part II Acceptance Criteria</b>	
Role	As a Commuter		1. Ability to download App	4. Ability to store and access prior trip information
Need	I need to use the App long-term		2. Automated App updates	
Value	So I can optimize my user experience		3. Ability to provide feedback	
User Story Title: DOT App Requirements				
<b>#0003</b>	<b>User Story Part I</b>		<b>User Story Part II Acceptance Criteria</b>	
Role	As a DOT Manager		1. Real-time receipt of user satisfaction data	4. Scalable up to 1,000,000 users
Need	I need to ensure the App is functional and scalable		2. Automated real-time updates	
Value	So I can support diverse user needs		3. DOT website interface and compatibility	

User Story Title: IT Support Requirements			
<b>#0004</b>	<b>User Story Part I</b>	<b>User Story Part II Acceptance Criteria</b>	
Role	As an IT Professional	1. Reliable connectivity with current infrastructure	
Need	I need to be able to support App operations	2. Real-time fault indicator capability	
Value	To ensure optimal performance and reliability	3. User privacy protections and safeguards built into App	
User Story Title: State Regulatory Requirements			
<b>#0005</b>	<b>User Story Part I</b>	<b>User Story Part II Acceptance Criteria</b>	
Role	As a state regulator	1. Ensure reliable interface with all state warning systems	
Need	I need to ensure App compliance	2. Includes emergency preparation and alerts	
Value	To ensure state and federal needs are met		
User Story Title: Public Transportation Integration			
<b>#0006</b>	<b>User Story Part I</b>	<b>User Story Part II Acceptance Criteria</b>	
Role	As a commuter	1. Access and integrate real-time public transportation schedules	4. Optimize the user experience for planning commutes involving public transportation
Need	Seamless integration with PT schedules	2. Receive alerts for delays or changes in the public transportation schedule	5. Ensure compatibility with various public transportation systems.

Value	Commute effectively based on Transport options	3. Receive alerts for delays or changes in the public transportation schedule	
User Story Title: Accessibility Enhancement			
#0007	User Story Part I	User Story Part II Acceptance Criteria	
Role	As a commuter	1. Provide support for screen readers and other assistive technologies	4. Include alternative text for images to support users with visual impairments.
Need	Accessibility for users with disabilities	2. Implement high contrast and customizable color themes for visually impaired users	5. Conduct accessibility testing with users from diverse backgrounds
Value	Inclusivity and usability of all commuters	3. Ensure all interactive elements are navigable using keyboard shortcuts	
User Story Title: Notification Preferences			
#0008	User Story Part I	User Story Part II Acceptance Criteria	
Role	As a commuter	1. Allow users to choose notification preferences for route updates	4. Implement a quiet mode to suppress non-essential notifications during specified hours.
Need	control over the types and frequency of notifications	2. Provide options to customize notification tones or vibrations	5. Ensure notification settings are easy to access and modify in the App.
Value	To personalize my experience and avoid unnecessary interruptions	3. Allow users to opt-in or opt-out of promotional notifications	
User Story Title: Multi-device synchronization			
#0009	User Story Part I	User Story Part II Acceptance Criteria	



Role	As a commuter	1. Enable users to sign in and sync their commute data across devices.	4. Provide an option to manually trigger synchronization for immediate updates.
Need	commute plans to sync seamlessly across multiple devices	2. Ensure real-time updates on one device reflect immediately on other synced devices	5. Ensure the synchronization process does not compromise user data security
Value	To maintain flexibility and access information from any device	3. Implement secure authentication mechanisms for cross-device synchronization.	
User Story Title: Social Integration			
#0010	User Story Part I	User Story Part II Acceptance Criteria	
Role	As a commuter	1. Integrate social media sharing options within the App.	4. Implement privacy controls to manage the visibility of shared information.
Need	ability to share my commute plans with friends or social networks	2. Allow users to share their planned routes and travel times with friends.	5. Ensure a seamless and secure integration with popular social platforms.
Value	facilitate coordination and promote community engagement	3. Provide the option to invite friends to join the App for collaborative planning.	
User Story Title: Offline Mode			
#0011	User Story Part I	User Story Part II Acceptance Criteria	
Role	As a commuter	1. Allow users to download and store basic route information for offline use..	4. Implement offline navigation instructions with saved map data.
Need	App to provide basic functionality even when offline	2. Enable users to access previously downloaded routes and trip information.	5. Ensure a smooth transition between online and offline modes without data loss.

Value	access critical information in areas with poor connectivity	3. Provide clear indications when the App is operating in offline mode.	
User Story Title: Multi-language support			
#0012	User Story Part I	User Story Part II Acceptance Criteria	
Role	As a commuter	1. Provide a language selection option during the onboarding process.	4. Allow users to switch between languages seamlessly without losing data
Need	App to support multiple languages for a personalized experience	2. Support a variety of languages, including but not limited to English, Spanish, French, and Mandarin.	5. Implement a feedback mechanism for users to suggest additional languages or report translation issues.
Value	users from diverse linguistic backgrounds and enhance accessibility.	3. Ensure all App features, menus, and notifications are available in the selected language.	

User Story Identifier	Priority	Category	Team	Role	Need	Value	Acceptance 1	Acceptance 2	Acceptance 3	Story Points	Comments
0004	1	IT	App Dev 1	As an IT Professional	I need to be able to support App operations	To ensure optimal performance and reliability	1. Reliable connectivity with current infrastructure	2. Real-time fault indicator capability	3. User privacy protections and safeguards built into App	3	Sprint 3
0005	2	State Regulators	App Dev 1	As a state regulator	I need to ensure App compliance	To ensure state and federal needs are met	1. Ensure reliable interface with all state warning systems	2. Include emergency preparation and alerts	3. Provide real-time tsunami warnings	2	Sprint 3
0007	4	Customer	App Dev 1	As a customer	Accessibility for users with disabilities	Inclusivity and usability of all customers	1. Provide support for screen readers and other assistive	2. Implement high contrast and customizable color theme	3. Ensure all interactive elements are navigable using keyboard	2	Version 2

							technologies	s for visually impaired users	d shortcuts		
0008	3	Customer	App Dev 2	As a commuter	control over the types and frequency of notifications	To personalize my experience and avoid unnecessary interruptions	1. Allow users to choose notification preferences for route updates	2. Provide options to customize notification tones or vibrations	3. Allow users to opt-in or opt-out of promotional notifications	1	Version 2
0009	5	Customer	App Dev 3	As a Commuter	commute plans to sync seamlessly across multiple devices	To maintain flexibility and access information from any device	1. Enable users to sign in and sync their commute data across devices .	2. Ensure real-time updates on one device reflect immediately on other synced devices	3. Implement secure authentication mechanisms for cross-device synchronization.	2	Version 2

Story ID	Resource
0001 Customer Needs 1	
	Developer 1
0002 Customer Needs 2	
	Developer 1
0003 Employee Needs 1	
	Developer 2
0004 Employee Needs 2	
	Developer 3

## Sprint Backlog for Project: Application development

### Story/Task

#### User Story Commuter Basic Functionality Requirements

Task 1 Ability to enter a start and return destination

Task 2 Receive the best travel route generated by the App within 15 seconds

Task 3 View alternate transportation options, including light rail, bus, Uber, and so on

Task 4 Review the justification for each travel option.

Task 5 Receive real-time updates when conditions change

#### User Story Commuter Download and Sustainment

Task 1 Ability to download the App with both Apple and Analog systems easily

Task 2 Automatic App updates and notifications when available

Task 3 Capability to provide feedback on App performance

Task 4 Store and easily access prior trip information

Task 5

#### User Story DOT App Requirements

Task 1 Real-time receipt of feedback and user satisfaction data by customers

Task 2 Automatic updates to address sudden changes such as accidents, weather, and other conditions

Task 3 Ensure consistent reflection of conditions in the DoT website interface and compatibility

Task 4 Capability to accommodate 250,000 users by the end of year one. Scalable to one million users within two years

Task 5

#### User Story IT Support Requirements

Task 1 Reliable App connectivity with the current infrastructure

Task 2 Real-time App fault indicator capability

Task 3 User privacy protections and safeguards built-in

Task 4

Task 5

Time Required	Time Remaining
92	
20	
15	
30	
12	
15	
25	
10	
5	
5	
5	
30	
10	
10	
5	
5	
25	
10	
10	
5	

User Story/Team	Tasks Ready	Tasks in Progress (WIP 2)	Tasks Done
<div>User Story 1</div> <div>Priya</div> <div>Mike</div> <div></div>	<div>Task 5</div>	<div>Task 3</div> <div>Task 4</div>	<div>Task 1</div> <div>Task 2</div>
<div>User Story 2</div> <div>Mike</div> <div>Hiromi</div> <div></div>	<div>Task 1</div> <div>Task 2</div> <div>Task 3</div> <div>Task 4</div> <div>Task 5</div>		



Sprint Review/Demo Checklist				
The Sprint Review is a critical ceremony in Scrum. This checklist provides an overview of best practices to ensure the Sprint Review/Demo is successful				
Item	Consideration	Accomplished	Not Accomplished	Comments/Notes
1	Are all key stakeholders invited and present?	YES		Includes users, other teams, managers, investors, and customers
2	Are all members of the development team present?	YES		The entire development team should be present to show solidarity and answer questions.
3	Is the Product Goal reiterated to all stakeholders?	YES		Ensures all stakeholders are aware of the product goal and value in achieving it.
4	Is the Sprint Review conducted as a working session?	YES		This is a working session to determine current product development and next steps. Cookies and snacks can add to the "working level" environment.
5	Is the Sprint review timeboxed?	YES		A 15-Day Sprint should be timeboxed to last no more than 2-hours.
6	Does the Product Owner open the meeting and define what is "Done"?	YES		Focus on what was "Done." Do not focus on what was not done.
7	Does the development team "demo" what was "Done"?	YES		Actually demo the functionality that was completed. Solicit questions, feedback, and discussion. Ensure what you present meets the definition of "Done."

8	Are stakeholders provided an opportunity to "play" with the new functionality?	YES		Set up multiple workstations so stakeholders can access and test the new functionality.	
9	Is feedback documented?	YES		This can be the job of the Scrum master or a designated team member.	
10	Do stakeholders "accept" the new functionality?	YES		The stakeholders must accept the new product. The Product owner and team can make recommendations.	
11	Does the Product Owner discuss the current state of the product Backlog, marketplace changes, and release forecast dates?	YES		This is critical. Provide status, future goals, and maintain stakeholder motivation and focus.	
12	Do attendees collaborate and discuss what should be accomplished in the next Sprint?	YES		Stakeholders are engaged and play a role in determining the future work to be performed.	
13	Are budgets and timeframes reviewed?	YES		The Product Owner ensures there is available budget to continue and validates launch dates.	
14	Is the Product Backlog refined during or after the Sprint review is completed?	YES		Any changes, additions, or deletions to User Stories must be documented as soon as possible to ensure the next Sprint can be planned.	