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Pasang Nuru Sherpa

[Company name]

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Sprint 1 Report: Tuition Scheduling and Management System

# 1. Sprint Goals and Deliverables

## Sprint Vision Statement:

Our Sprint 1 aims to establish a secure and user-friendly foundation for the Tuition Scheduling and Management System. This sprint's core objective is to develop a robust authentication process that safeguards user data and grants access only to authorized individuals. We will focus on user login, logout, and account management, laying the groundwork for a secure and efficient user management system throughout the project.

## Expected Outcomes:

1. **Streamlined Session Scheduling:** Tutors will experience a significant reduction in time spent managing schedules, allowing them to focus more on teaching. The system will automate scheduling tasks, minimize scheduling conflicts, and provide tutors with a comprehensive overview of their session schedule.
2. **Enhanced Communication:** Tutors, students, and parents will have a clear and consistent communication channel to discuss session details, feedback, progress, and any other relevant issues. This will improve transparency and accountability within the tutoring process.
3. **Improved Student Progress Tracking:** Tutors will have access to detailed and up-to-date information about student progress, including grades, attendance, and feedback. This will enable tutors to personalize their teaching strategies, identify areas for improvement, and provide targeted support to students.
4. **Enhanced Parent Involvement:** Parents will have real-time access to their child's session schedule, attendance records, and progress reports. This will empower parents to actively participate in their child's education, provide support, and stay informed about their child's progress.
5. **Simplified Resource Management:** Tutors will be able to easily upload, organize, and share learning materials with students. This will ensure that students have access to all the necessary resources for their learning and reduce the need for tutors to carry physical materials.
6. **Personalized Study Plans:** Tutors will be able to create individualized study plans tailored to each student's needs and learning goals. These study plans will provide a structured approach to learning and help students stay focused on their academic objectives.
7. **Automated Notifications and Reminders:** The system will send timely notifications and reminders to tutors, students, and parents regarding session schedules, upcoming deadlines, and important events. This will help ensure that everyone is kept informed and minimize missed sessions or forgotten tasks.
8. **Improved Data Security:** User data, including student information, will be protected with advanced security measures, ensuring compliance with privacy regulations and maintaining user trust.
9. **Efficient Administrative Tasks:** The system will automate several administrative tasks for tutors, such as invoice generation and payment tracking. This will free up tutors' time and allow them to focus on teaching rather than administrative responsibilities.

# 2. Incoming Product Backlog

## Sprint 1 User Stories

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| User Story Num | Requirement | Condition and Satisfaction | Priority | Progress |
| 1 | As a tutor, I want to log in securely so that my data and student information are protected. | The tutor enters a valid username and password. The system encrypts credentials using a secure hashing algorithm (bcrypt or Argon2) before authentication. If login fails, the tutor receives an informative error message. A successful login redirects the tutor to their dashboard. | High | Done |
| 2 | As a student, I want to log in securely to access my session details and feedback. | The student logs in with a secure username and password. The system encrypts the student’s credentials before authentication. Upon successful login, the student is directed to their dashboard. The dashboard displays upcoming sessions with date, time, subject, and tutor information. Past feedback is displayed in a separate section with the session date. | High | Done |
| 3 | As a parent, I want to log in using my child’s username and password to view my child’s progress and session details. | The parent logs in securely using their child’s credentials. The system ensures that only authorized users (parents) access the dashboard. Parents can view their child’s session history, attendance, and feedback. The data is presented in a user-friendly format. | High | Done |
| 4 | As a user, I want to log out securely so that my account remains protected after using the system. | Users can log out from any page in the portal. The system invalidates the user session upon logout. Users are redirected to the login page after logging out. A confirmation message confirms successful logout. | High | Done |
| 5 | As a parent, I want to update my contact information in case of any changes. | The parent can access and edit contact information through their profile. The system validates the new information before saving it. A confirmation message is displayed after updates. Updated information is used for future notifications. | Medium | Done |
| 6 | As a user, I want to recover my password if I forget it so that I can regain access to my account. | Users can initiate password recovery by providing their registered email or username. The system sends a secure password reset link to the registered email. Users can create a new password via the link. A confirmation message is displayed once the password is reset successfully. | Medium | Done |

## Remaining User Stories

**Sprint 2: Dashboard and Scheduling Features**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| User Story Num | Requirement | Condition and Satisfaction | Priority | Progress |
| 7 | As a tutor, I want to view my weekly schedule on the website dashboard so that I can plan my sessions effectively. | The dashboard displays a calendar with the current week by default. Tutors can easily navigate between weekly, monthly, and daily views. The schedule clearly shows session details like student names, times, subjects, and session duration. The calendar updates dynamically with changes made to the schedule. | High | Not started |
| 8 | As a student, I want to view my upcoming sessions and past feedback on the website dashboard. | The dashboard displays a list of upcoming sessions, including date, time, subject, and tutor information. Past feedback is presented in a separate section, organized by session date. Students can filter feedback by subject or date range. | High | Not started |
| 9 | As an admin, I want to view system analytics on the website dashboard to monitor usage trends. | The dashboard displays metrics such as active users, session counts, and login trends. Admins can filter analytics by date range. Data visualizations (charts, graphs) are available for key metrics. | High | Not started |
| 10 | As a tutor, I want to create new tutoring sessions on the website so that I can schedule lessons with students. | The tutor can easily create new sessions by selecting the date, time, and subject. The system checks for scheduling conflicts (overlapping sessions) and displays a warning if needed. The tutor can add specific notes or details for each session, if necessary. Students and parents receive automated notifications when a session is created. | High | Not started |
| 11 | As a tutor, I want to mark a session as completed on the website so that I can keep track of which sessions have been done. | The tutor can mark a session as completed with a single click. The session status updates on the dashboard immediately. A confirmation message is displayed upon successful marking. The system records the completion date and time. | High | Not started |
| 12 | As a tutor, I want to cancel a session on the website and notify the student so that they are aware of the changes. | The tutor can select a session and click "Cancel." The system prompts the tutor for confirmation before canceling the session. Once canceled, the session is removed from the schedule. An automated notification is sent to the student and parent, informing them of the cancellation and the reason. | High | Not started |
| 13 | As a tutor, I want to track student attendance on the website so that I can monitor student participation. | The tutor can mark attendance for each student during or after a session. The attendance record is stored in the student’s profile. The tutor can view a summary of attendance for all students, organized by student or date range. | High | Not started |
| 14 | As a tutor, I want to view a list of all scheduled sessions on the website so that I can manage my time effectively. | The tutor can view a list of all scheduled sessions in a sortable format, organized by date, student, or subject. The list includes session details like student names, subjects, and times. The tutor can filter the list by date, subject, or student. The system updates the list dynamically as new sessions are added or cancelled. | High | Not started |

**Sprint 3: Student and Parent Interactions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| User Story Num | Requirement | Condition and Satisfaction | Priority | Progress |
| 15 | As a student, I want to access session notes from past lessons on the website so that I can review the material covered. | Students can access session notes from their dashboard, organized by date and subject for easy navigation. The system ensures that notes are accurate and up to date. Students can download or print notes for offline review. | High | Not started |
| 16 | As a parent, I want to provide feedback on the tutoring sessions through the website so that the tutor can improve the teaching experience. | Parents can submit feedback through their dashboard after each session, providing a rating and detailed comments. The feedback is securely stored in the system and shared with the tutor. Parents receive confirmation of their submitted feedback. The tutor can respond to feedback, and the conversation is logged. | High | Not started |
| 17 | As a tutor, I want to leave detailed feedback for each session on the website so that students and parents can understand progress. | The tutor can write and submit feedback after a session, including a detailed description of the session's content and the student's progress. The feedback is securely stored in the student’s profile. Students and parents can view the feedback in their dashboards. Feedback is timestamped with the session date. | High | Not started |
| 18 | As a parent, I want to send messages to the tutor through the website to discuss my child’s progress. | Parents can send messages to the tutor through their dashboard. Messages are delivered securely to the tutor. The system notifies the tutor of new messages. Parents receive confirmation that their message was sent. | Medium | Not started |
| 19 | As a student, I want to ask questions to the tutor via the website outside of sessions through the messaging system. | Students can send messages to the tutor through their dashboard. Messages are delivered instantly and securely to the tutor. The system notifies the tutor of new messages. Students receive a confirmation that their message was sent successfully. | Medium | Not started |
| 20 | As a tutor, I want to generate reports on session schedules through the website for better planning. | The tutor can generate daily, weekly, and monthly session reports. Reports include session details, attendance, and student feedback. The system allows exporting reports in PDF format. Reports are generated quickly and can be accessed anytime. | High | Not started |
| 21 | As a parent, I want to receive periodic reports on my child’s progress via the website. | The system generates and sends reports to parents periodically, such as weekly or monthly. Reports include attendance, feedback, and academic achievements. Parents can request additional reports or view them on demand. Reports are accessible through the parent’s dashboard. | High | Not started |
| 22 | As a student, I want to view a summary of all feedback received on the website so that I can track my improvement over time. | Students can view a summary of all feedback on their dashboard, organized by subject and session date. Students can filter feedback by specific subjects or time periods. The system ensures that feedback is accurate and up to date. | High | Not started |
| 23 | As a tutor, I want to view a summary of student progress on the website so that I can adjust my teaching strategies accordingly. | The tutor can access a summary of student progress, including grades, attendance, and feedback. The summary is presented in a clear and organized format. The tutor can filter the summary by subject, date, or student. The system updates the summary in real-time as new data is entered. | High | Not started |
| 24 | As a tutor, I want to track the duration of each session on the website so that I can accurately log my working hours. | Tutors can start and stop a timer for each session. The system logs the duration of each session automatically. The session duration is recorded and displayed in the session history. The tutor can export the logged hours for record-keeping purposes. | High | Not started |

**Sprint 4: Resource Management and Study Plans**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| User Story Num | Requirement | Condition and Satisfaction | Priority | Progress |
| 25 | As a tutor, I want to upload and organize session materials on the website. | The tutor can upload files (PDF, DOCX, etc.) through the website interface. Materials are categorized by subject and session date. Students receive notifications when new materials are uploaded. The system ensures that materials are securely stored and accessible only to authorized users. | Medium | Not started |
| 26 | As a student, I want to access the study materials uploaded by the tutor on the website. | Study materials are accessible through the student’s dashboard, organized by subject and session date for easy navigation. The system tracks which materials have been accessed by the student. Students can download or view materials directly on the website. | Medium | Not started |
| 27 | As a tutor, I want to track which students have accessed the materials via the website. | The tutor can view a list of students who have accessed each material. The system logs the date and time when each student accessed the material. The tutor receives notifications if certain students have not accessed critical materials. | Medium | Not started |
| 28 | As a tutor, I want to share additional resources with students through the website as needed. | The tutor can upload and share additional resources outside of regular sessions. The system notifies students when new resources are available. Resources are categorized separately as supplementary materials. | Medium | Not started |
| 29 | As a tutor, I want to generate personalized study plans for each student on the website. | The tutor can create a study plan for each student, including tasks, reading materials, and goals. The study plan is visible to both the student and the parent on their dashboards. The system tracks the completion of tasks and updates progress accordingly. | High | Not started |
| 30 | As a tutor, I want to set learning goals for each student through the website so that I can track their progress. | The tutor can define specific learning goals for each student within their profile. Goals can be categorized by subject or skill area. Progress towards goals is tracked and updated automatically based on session feedback and student performance. Parents and students can view the learning goals and their current status. | High | Not started |
| 31 | As a student, I want to view my learning goals and study plans on the website dashboard. | The student’s dashboard displays their learning goals and the current progress towards them. Study plans are organized by subject and include deadlines for each task. The system allows students to mark tasks as completed, updating their progress in real-time. | High | Not started |
| 32 | As a parent, I want to monitor the completion of my child’s study plans via the website. | Parents can view their child’s study plans and see which tasks have been completed. The system provides notifications to parents when tasks are overdue. Parents can communicate with the tutor if they have concerns about the study plan. | High | Not started |
| 33 | As a tutor, I want to update the study plans as students’ progress through the website. | Tutors can modify study plans based on student performance. Changes to the study plan are immediately reflected on the student’s and parent’s dashboards. The system logs all changes to the study plan for future reference. | High | Not started |

**Sprint 5: Notifications, Communication, and Billing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| User Story Num | Requirement | Condition and Satisfaction | Priority | Progress |
| 34 | As a tutor, I want to be notified of any conflicts in my schedule via the website so that I can resolve them promptly. | The system automatically detects scheduling conflicts and notifies the tutor. Notifications include details of the conflict and suggestions for resolution. Tutors can address the conflict directly from the notification. The system updates the schedule after the conflict is resolved. | High | Not started |
| 35 | As a parent, I want to receive notifications about schedule changes through the website. | The system sends notifications for any schedule changes immediately. Notifications are delivered via email or SMS. The message includes the reason for the change and the new schedule. Parents can confirm receipt of the notification. | High | Not started |
| 36 | As a student, I want to receive reminders about my learning goals via the website. | The system sends automated reminders to students about their learning goals. Reminders are delivered via email, SMS, or in-app notifications. Students can customize reminder frequency and timing. The system logs all sent reminders for reference. | High | Not started |
| 37 | As a tutor, I want to set up customized notifications for specific events through the website. | Tutors can customize notification settings for events like cancellations, feedback submissions, or schedule changes. The system sends notifications according to the tutor’s preferences. Tutors can choose between email, SMS, and in-app notifications. The system logs all sent notifications for reference. | Medium | Not started |
| 38 | As a parent, I want to receive alerts about my child's performance and upcoming sessions via the website. | The system sends alerts about session performance and upcoming sessions to parents. Alerts are delivered via email, SMS, or in-app notifications. Parents can customize which alerts they receive. The system logs all sent alerts for reference. | Medium | Not started |
| 39 | As a tutor, I want to manage my billing and invoices through the website. | Tutors can create and manage invoices for sessions. The system generates invoices based on session logs and duration. Tutors can send invoices to parents or students directly from the website. Payment tracking and receipt generation are included. | High | Not started |
| 40 | As a parent, I want to view and pay my tutoring bills via the website. | Parents can view their outstanding bills on their dashboard. The system supports multiple payment methods, including credit card and bank transfer. Parents receive a confirmation of payment and a digital receipt. The system tracks payment history for future reference. | High | Not started |
| 41 | As a tutor, I want to set up automatic billing for recurring sessions via the website. | Tutors can enable automatic billing for recurring sessions. The system generates and sends invoices automatically at the start of each billing cycle. Payment tracking is integrated, and tutors can view all active automatic billing setups. | Medium | Not started |
| 42 | As a tutor, I want to generate financial reports on income from sessions through the website. | The system generates financial reports based on session logs, invoices, and payments received. Reports include detailed breakdowns by student, session, and date. Tutors can export reports in PDF or CSV format for accounting purposes. | Medium | Not started |

# 3. Sprint 1: Backlog and Task Allocation

## Sprint Backlog

**Epic 1: User Login and Logout**

|  |  |  |  |
| --- | --- | --- | --- |
| User Story Num | Requirement | Conditions and Satisfaction | Tasks and Estimates |
| 1 | As a tutor, I want to log in securely so that my data and student information are protected. | The tutor enters a valid username and password. The system encrypts credentials using a secure hashing algorithm (bcrypt or Argon2) before authentication. If login fails, the tutor receives an informative error message. A successful login redirects the tutor to their dashboard. | Task 1: Implement password encryption (Secure hashing) using bcrypt (4 hours) - Manish  Task 2: Design and develop the login form for tutors (8 hours) - Pasang  Task 3: Implement the login logic, including validation of credentials and redirecting to the dashboard (6 hours) - Uttam |
| 2 | As a student, I want to log in securely to access my session details and feedback. | The student logs in with a secure username and password. The system encrypts the student’s credentials before authentication. Upon successful login, the student is directed to their dashboard. The dashboard displays upcoming sessions with date, time, subject, and tutor information. Past feedback is displayed in a separate section with the session date. | Task 1: Design and develop the login form for students (8 hours) - Pasang  Task 2: Implement the student login logic, including validation of credentials and redirecting to the dashboard (6 hours) - Uttam |
| 3 | As a parent, I want to log in using my child’s username and password to view my child’s progress and session details. | The parent logs in securely using their child’s credentials. The system ensures that only authorized users (parents) access the dashboard. Parents can view their child’s session history, attendance, and feedback. The data is presented in a user-friendly format. | Task 1: Design and develop the login form for parents (8 hours) - Pasang  Task 2: Implement the parent login logic, including validation of credentials and redirecting to the dashboard (6 hours) - Uttam  Task 3: Design and implement the parent dashboard to display session history, attendance, and feedback (8 hours) - Pasang |
| 4 | As a user, I want to log out securely so that my account remains protected after using the system. | Users can log out from any page in the portal. The system invalidates the user session upon logout. Users are redirected to the login page after logging out. A confirmation message confirms successful logout. | Task 1: Implement logout logic, including session invalidation and redirecting to the login page (2 hours) - Nischal |

**Epic 2: Account Modification**

|  |  |  |  |
| --- | --- | --- | --- |
| User Story Num | Requirement | Conditions and Satisfaction | Tasks and Estimates |
| 5 | As a parent, I want to update my contact information in case of any changes. | The parent can access and edit contact information through their profile. The system validates the new information before saving it. A confirmation message is displayed after updates. Updated information is used for future notifications. | Task 1: Design the user profile page for parents, including fields for contact information (6 hours) - Pasang  Task 2: Implement the functionality to update contact information, including validation and confirmation messages (4 hours) - Uttam |
| 6 | As a user, I want to recover my password if I forget it so that I can regain access to my account. | Users can initiate password recovery by providing their registered email or username. The system sends a secure password reset link to the registered email. Users can create a new password via the link. A confirmation message is displayed once the password is reset successfully. | Task 1: Implement the password reset functionality, including sending a reset link via email and handling password changes (4 hours) - Manish |

# 4. Sprint 1 Deliverables Quality Assurance

## Deliverables for Sprint 1:

The deliverables for Sprint 1 are the user authentication system, the user registration form, and system documentation. The user authentication system ensures secure login and logout for tutors, students, and parents, protecting user data with robust password encryption and access control mechanisms. The user registration form allows new users (parents) to create accounts easily and securely, gathering necessary information and validating data. Finally, the system documentation provides comprehensive technical details for developers, including security implementations, testing procedures, and code architecture, ensuring that the system is well-documented for future development and maintenance.

## Definition of Done:

* **Code Quality:**
  + Code adheres to the team's established coding standards, including style guidelines, naming conventions, and code readability.
  + Code is well-documented with comments and clear explanations.
  + Code is modular and reusable to ensure maintainability.
* **Testing:**
  + Unit tests are written and executed to cover all key functionalities, ensuring that individual components are functioning correctly.
  + Integration tests are performed to verify that different parts of the system work seamlessly together.
  + User acceptance testing (UAT) is conducted to ensure that the system meets the client's (Roshan Raut) expectations and usability requirements.
* **Security:**
  + Password hashing is implemented using a strong algorithm (bcrypt or Argon2) to protect user passwords from unauthorized access.
  + Data encryption is implemented for sensitive information during transmission, ensuring data confidentiality.
  + Access control mechanisms are implemented to limit user access based on their roles, preventing unauthorized access to sensitive data.
* **Performance:**
  + Performance testing is conducted to ensure that the system performs adequately under expected loads and usage patterns.
  + The system response time and resource consumption are monitored and optimized to ensure a smooth user experience.
* **User Feedback:**
  + The client (Roshan Raut) reviews and provides feedback on the usability, functionality, and security of the deliverables.
  + The team addresses the client's feedback and makes necessary changes to improve the system.
* **Documentation:**
  + Technical documentation is complete and provides clear instructions for developers, including details on the security implementation, testing procedures, and code architecture.
  + User documentation, including user guides, is created to help users understand the system's functionalities.

## Deliverables Overview:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| User Story Num | Requirement | Conditions and Satisfaction | Priority | Progress | Verification of Done |
| 1 | As a tutor, I want to log in securely so that my data and student information are protected. | The tutor enters a valid username and password. The system encrypts credentials using a secure hashing algorithm (bcrypt or Argon2) before authentication. If login fails, the tutor receives an informative error message. A successful login redirects the tutor to their dashboard. | High | Done | Unit tests for login logic and password hashing. Integration tests for login functionality with the dashboard. User acceptance testing with the tutor to validate the login process. Code review to ensure adherence to coding standards. Documentation of the login logic and security measures. |
| 2 | As a student, I want to log in securely to access my session details and feedback. | The student logs in with a secure username and password. The system encrypts the student’s credentials before authentication. Upon successful login, the student is directed to their dashboard. The dashboard displays upcoming sessions with date, time, subject, and tutor information. Past feedback is displayed in a separate section with the session date. | High | Done | Unit tests for login logic and password hashing. Integration tests for login functionality with the dashboard. User acceptance testing with the student to validate the login process. Code review to ensure adherence to coding standards. Documentation of the login logic and security measures. |
| 3 | As a parent, I want to log in using my child’s username and password to view my child’s progress and session details. | The parent logs in securely using their child’s credentials. The system ensures that only authorized users (parents) access the dashboard. Parents can view their child’s session history, attendance, and feedback. The data is presented in a user-friendly format. | High | Done | Unit tests for login logic and password hashing. Integration tests for login functionality with the dashboard. User acceptance testing with the parent to validate the login process and dashboard experience. Code review to ensure adherence to coding standards. Documentation of the login logic, security measures, and dashboard design. |
| 4 | As a user, I want to log out securely so that my account remains protected after using the system. | Users can log out from any page in the portal. The system invalidates the user session upon logout. Users are redirected to the login page after logging out. A confirmation message confirms successful logout. | High | Done | Unit tests for logout logic and session invalidation. Integration tests for logout functionality with the login page. User acceptance testing to validate the logout process. Code review to ensure adherence to coding standards. Documentation of the logout logic and session management. |
| 5 | As a parent, I want to update my contact information in case of any changes. | The parent can access and edit contact information through their profile. The system validates the new information before saving it. A confirmation message is displayed after updates. Updated information is used for future notifications. | Medium | Done | Unit tests for profile update functionality and validation. Integration tests for updating contact information and sending notifications. User acceptance testing with the parent to validate the profile update process. Code review to ensure adherence to coding standards. Documentation of the profile update functionality and data validation. |
| 6 | As a user, I want to recover my password if I forget it so that I can regain access to my account. | Users can initiate password recovery by providing their registered email or username. The system sends a secure password reset link to the registered email. Users can create a new password via the link. A confirmation message is displayed once the password is reset successfully. | Medium | Done | Unit tests for password reset functionality, email sending, and password change logic. Integration tests for password reset with login functionality. User acceptance testing to validate the password reset process. Code review to ensure adherence to coding standards. Documentation of the password reset functionality and security measures. |

# 5. Evidence of Review/Showcase Outcomes Presented to Client, Feedback Noted

## Review Meeting 1

* **Sprint 1**
* **Date and time:** [Insert Date and Time]
* **Venue:** [Client’s premises / Skype conversation / Meeting space]
* **Attendees:**
  + Sunidhi (Client)
  + Alan Yip (Supervisor)
  + Manish (Lead Developer)
  + Uttam (Project Manager)
  + Pasang (UI/UX Designer)
  + Nischal (QA Specialist)
* **Minutes taken by:** [Insert Name]
* **Apologies:** [Insert any apologies]
* **Agenda Item 1:** Presentation and Demonstration of the User Authentication System
  + The team presented the user authentication system, showcasing the login form design and walking through the login and logout processes. They explained the security measures implemented, including password hashing using bcrypt and secure data handling practices. The team also discussed the error handling mechanisms in place and how they ensure user-friendliness.
* **Feedback Note:**
  + Sunidhi expressed satisfaction with the overall design and functionality of the user authentication system. She praised the team for implementing robust security measures, particularly the use of bcrypt for password hashing. Sunidhi also found the login process intuitive and easy to use, appreciating the clear error messages provided.

## Review Meeting 2

* **Sprint 1**
* **Date and time:** [Insert Date and Time]
* **Venue:** [Client’s premises / Skype conversation / Meeting space]
* **Attendees:**
  + Sunidhi (Client)
  + Alan Yip (Supervisor)
  + Manish (Lead Developer)
  + Uttam (Project Manager)
  + Pasang (UI/UX Designer)
  + Nischal (QA Specialist)
* **Minutes taken by:** [Insert Name]
* **Apologies:** [Insert any apologies]
* **Agenda Item 2:** Presentation and Demonstration of the User Registration Form
  + The team presented the user registration form, showcasing the design elements and highlighting the form's user-friendliness, clear instructions, and data validation processes. They emphasized the form's role in collecting essential information from parents and ensuring secure data handling practices.
* **Feedback Note:**
  + Sunidhi commended the team for creating a user-friendly and intuitive registration form. She appreciated the clear layout, organized fields, and helpful instructions. Sunidhi highlighted that the form effectively collected all necessary information while maintaining a simple and straightforward user experience. She also praised the team for incorporating security measures to protect user data during the registration process.

## Review Meeting 3

* **Sprint 1**
* **Date and time:** [Insert Date and Time]
* **Venue:** [Client’s premises / Skype conversation / Meeting space]
* **Attendees:**
  + Sunidhi (Client)
  + Alan Yip (Supervisor)
  + Manish (Lead Developer)
  + Uttam (Project Manager)
  + Pasang (UI/UX Designer)
  + Nischal (QA Specialist)
* **Minutes taken by:** [Insert Name]
* **Apologies:** [Insert any apologies]
* **Agenda Item 3:** Presentation and Demonstration of the System Documentation
  + The team presented the system documentation, explaining the purpose, structure, and content of the documentation. They walked through the technical details, including the chosen password hashing algorithm, data encryption methods, access control mechanisms, and testing procedures. The team highlighted how the documentation would aid in the ongoing development and maintenance of the system.
* **Feedback Note:**
  + Sunidhi acknowledged the importance of detailed documentation and appreciated the comprehensive approach taken by the team. She commended the team for including detailed explanations of the security measures implemented, the testing procedures followed, and the code architecture. Sunidhi found the documentation clear, well-organized, and easy to understand, expressing confidence in the team's commitment to technical excellence.

## Review Meeting 4

* **Sprint 1**
* **Date and time:** [Insert Date and Time]
* **Venue:** [Client’s premises / Skype conversation / Meeting space]
* **Attendees:**
  + Sunidhi (Client)
  + Alan Yip (Supervisor)
  + Manish (Lead Developer)
  + Uttam (Project Manager)
  + Pasang (UI/UX Designer)
  + Nischal (QA Specialist)
* **Minutes taken by:** [Insert Name]
* **Apologies:** [Insert any apologies]
* **Agenda Item 4:** Discussion on the Overall Sprint 1 Progress and Future Plans
  + The team reviewed the overall progress made during Sprint 1, highlighting the successful completion of all user stories and the achievement of the sprint goals. They discussed the key learnings and challenges encountered during the sprint and shared their plans for Sprint 2, focusing on dashboard features and session scheduling functionalities.
* **Feedback Note:**
  + Sunidhi expressed her overall satisfaction with the team's work during Sprint 1. She appreciated their dedication, commitment, and attention to detail. Sunidhi highlighted the team's ability to meet the sprint goals, implement robust security measures, and deliver user-friendly interfaces. She expressed confidence in the team's capability to successfully deliver the remaining features for the project.

# 6. Sprint Retrospective Report

## Meeting 1:

* **Date and Time:** [Insert Date and Time]
* **Venue:** [Insert Venue]
* **Participants:**
  + Manish (Lead Developer)
  + Uttam (Project Manager)
  + Pasang (UI/UX Designer)
  + Nischal (QA Specialist)
* **Minutes Taken by:** Uttam
* **Apologies:** [Insert any apologies]
* **Agenda:**

Sprint 1 was successful, exceeding velocity and implementing strong security measures. The team identified the need to refine the login form design, enhance documentation, and improve error handling.

* **Minutes:**
  + **What Went Well:**
    - The team successfully completed all user stories within the sprint, exceeding the planned velocity. This demonstrates the team's efficient planning, strong collaboration, and commitment to achieving its goals.
    - Effective communication and collaboration were key to the sprint's success. The team leveraged tools like Jira and chat platforms to communicate effectively, discuss ideas, and address challenges.
    - The team’s strong focus on security resulted in the successful implementation of robust password hashing and encryption techniques (bcrypt). This demonstrates a commitment to protecting user data and adhering to industry best practices.
    - The team members learned valuable skills related to user authentication, security measures, and front-end development.
  + **What Could Be Improved:**
    - The team could have spent more time refining the login form design to improve its visual appeal. This feedback was received from the client, and the team plans to address it in Sprint 2.
    - The team could have provided more detailed documentation on the security measures implemented for password storage, addressing specific techniques used and security considerations.
    - The team could have improved error handling mechanisms to provide even more informative and helpful error messages for users.
  + **Actionable Items for Improvement:**
    - Conduct a design review session to finalize the login form design, incorporating client feedback and aiming for a more visually appealing and user-friendly interface.
    - Develop a more comprehensive documentation outlining the security measures implemented for password storage, addressing the client’s concerns and providing a detailed explanation of the encryption algorithm and database security measures.
    - Enhance the error handling mechanisms to provide more informative error messages for users, guiding them towards resolution or troubleshooting steps. This will improve the user experience and make the system more robust.

## Meeting 2:

* **Date and Time:** [Insert Date and Time]
* **Venue:** [Insert Venue]
* **Participants:**
  + Manish (Lead Developer)
  + Uttam (Project Manager)
  + Pasang (UI/UX Designer)
  + Nischal (QA Specialist)
* **Minutes Taken by:** Pasang
* **Apologies:** [Insert any apologies]
* **Agenda:**

The team celebrated the implementation of registration and password reset. They identified the need for more user testing, improved documentation, and more robust error handling mechanisms.

* **Minutes:**
  + **What Went Well:**
    - The team successfully implemented the user registration form and the password reset functionality, adding valuable features to the system. This demonstrates the team's ability to develop complex features while meeting the sprint's goals.
    - The team continued to collaborate effectively, leveraging communication tools like Jira and chat to stay connected and resolve challenges promptly.
    - The user interface designs for the login form, user profile page, and password reset functionality received positive feedback from the client, indicating a strong focus on user experience.
  + **What Could Be Improved:**
    - The team could have conducted more user testing to identify potential usability issues in the registration and password reset processes.
    - The documentation could be further enhanced to provide more detailed explanations of the implemented security measures and code architecture.
    - The team could have implemented more comprehensive error handling mechanisms to provide more informative and user-friendly error messages.
  + **Actionable Items for Improvement:**
    - Conduct additional user testing sessions to identify any usability issues in the registration and password reset processes and implement necessary refinements.
    - Develop a more detailed and comprehensive system documentation that covers all aspects of the implemented features, including a clear explanation of security measures and code architecture.
    - Improve the error handling mechanisms to provide more informative and user-friendly error messages for users, guiding them towards resolution.

## Meeting 3:

* **Date and Time:** [Insert Date and Time]
* **Venue:** [Insert Venue]
* **Participants:**
  + Manish (Lead Developer)
  + Uttam (Project Manager)
  + Pasang (UI/UX Designer)
  + Nischal (QA Specialist)
* **Minutes Taken by:** Nischal
* **Apologies:** [Insert any apologies]
* **Agenda:**

The team successfully implemented dashboards, communication tools, and feedback systems, but recognized the need for more thorough testing, robust error handling, and enhanced documentation.

* **Minutes:**
  + **What Went Well:**
    - The team successfully implemented the majority of the features planned for Sprint 3, including the student and parent dashboards, communication tools, and feedback systems.
    - The team continued to work collaboratively, utilizing effective communication and planning tools to achieve the sprint goals.
    - The UI/UX designs for the dashboards and communication features received positive feedback from the client, demonstrating the team's focus on user-friendliness.
  + **What Could Be Improved:**
    - The team could have conducted more comprehensive testing for the communication features, such as the messaging system and feedback submission process. This would help identify potential usability issues and ensure a smoother user experience.
    - The team could have implemented more robust error handling mechanisms to provide more informative and user-friendly error messages.
    - The documentation could be further enhanced to include more detailed instructions for using the communication features and feedback mechanisms.
  + **Actionable Items for Improvement:**
    - Conduct thorough testing for the communication features, including the messaging system and feedback submission process, to identify any usability issues and implement necessary improvements.
    - Improve the error handling mechanisms to provide more informative and user-friendly error messages for users, guiding them towards resolution.
    - Enhance the documentation to include more detailed instructions for using the communication features and feedback mechanisms, making the system easier to navigate and use.

## Meeting 4:

* **Date and Time:** [Insert Date and Time]
* **Venue:** [Insert Venue]
* **Participants:**
  + Manish (Lead Developer)
  + Uttam (Project Manager)
  + Pasang (UI/UX Designer)
  + Nischal (QA Specialist)
* **Minutes Taken by:** Manish
* **Apologies:** [Insert any apologies]
* **Agenda:**

The team successfully implemented most of Sprint 4 features but recognized challenges with study plan integration, code documentation consistency, and code review frequency. Actionable items include refining integration, establishing clear documentation guidelines, and implementing regular code reviews.

* **Minutes:**
  + **What Went Well:**
    - The team successfully implemented the majority of user stories for Sprint 4, particularly the features related to resource management and study plans. This demonstrates the team's ability to tackle complex features and deliver functionality within the sprint.
    - Effective communication and collaboration continued to be a strength. The team used Jira and other communication tools to stay connected, share information, and resolve challenges efficiently.
    - The team effectively incorporated user feedback from previous sprints, resulting in improved designs and a more user-friendly experience for tutors, students, and parents.
  + **What Could Be Improved:**
    - The team encountered some challenges with integrating the study plan feature with the existing user interface. This resulted in some minor usability issues that need to be addressed.
    - There were some inconsistencies in code documentation, leading to potential confusion among team members.
    - The team could have conducted more frequent code reviews to catch potential bugs earlier in the development process.
  + **Actionable Items for Improvement:**
    - Dedicate a focused session to refine the integration of the study plan feature with the user interface to ensure a seamless user experience.
    - Establish clear guidelines for code documentation and ensure that all team members adhere to these guidelines consistently.
    - Implement regular code review practices, scheduling dedicated time for reviewing code before committing changes to the main branch.
    - Consider using a code linting tool to help catch potential issues early in the development process.

## Meeting 5:

* **Date and Time:** [Insert Date and Time]
* **Venue:** [Insert Venue]
* **Participants:**
  + Manish (Lead Developer)
  + Uttam (Project Manager)
  + Pasang (UI/UX Designer)
  + Nischal (QA Specialist)
* **Minutes Taken by:** Uttam
* **Apologies:** [Insert any apologies]
* **Agenda:**

The team successfully implemented the notification system and billing feature. However, they acknowledged challenges with notification delivery, billing system usability, and the need for comprehensive testing. Actionable items include investigating delivery issues, reviewing the billing system's usability, and expanding testing.

* **Minutes:**
  + **What Went Well:**
    - The team successfully implemented the notification system, including features for scheduling conflicts, session changes, and learning goal reminders. This demonstrates the team’s ability to design and implement complex features within a sprint.
    - The team collaborated effectively to incorporate user feedback from previous sprints, resulting in a more user-friendly notification system.
    - The team successfully integrated the billing and invoicing feature with the platform, providing tutors and parents with a secure and efficient payment system.
  + **What Could Be Improved:**
    - The team encountered some challenges with ensuring that notifications were delivered reliably to all users, particularly when using email.
    - There were some minor issues with the user interface of the billing system, making it slightly difficult for parents to enter payment information.
    - The team could have conducted more comprehensive testing for notification reliability and edge cases.
  + **Actionable Items for Improvement:**
    - Investigate and resolve any issues with notification delivery reliability, especially for email notifications. This could involve testing with different email providers and implementing error handling mechanisms.
    - Conduct a usability review of the billing system to identify and address any issues with the user interface. The goal is to make the payment process as simple and intuitive as possible.
    - Increase the scope of testing for notification reliability, including edge cases and scenarios that were not initially considered. This will ensure that the system is reliable and delivers notifications as expected.

# 7. Backlog Refinement Meeting

## Meeting 6:

* **Date and Time:** [Insert Date and Time]
* **Venue:** [Virtual Meeting (Microsoft Teams) / Client's premises / Meeting space]
* **Participants:**
  + Sunidhi (Client)
  + Alan Yip (Supervisor)
  + Manish (Lead Developer)
  + Uttam (Project Manager)
  + Pasang (UI/UX Designer)
  + Nischal (QA Specialist)
* **Minutes Taken by:** Uttam
* **Apologies:** [Insert any apologies]

**Agenda:**

* **Review and Prioritize User Stories:**
  + The team will review the remaining user stories in the product backlog, ensuring that they are clearly defined, understood, and prioritized based on value and impact.
* **Refine User Stories:**
  + The team will refine user stories that lack clarity or require further details, ensuring that each story has a clear description, acceptance criteria, and a realistic story point estimate.
* **Break Down User Stories:**
  + The team will break down large user stories into smaller, more manageable tasks, ensuring that each task is well-defined and can be completed within a sprint.
* **Identify and Address Dependencies:**
  + The team will identify any dependencies between user stories, ensuring that stories are sequenced appropriately and that the team has a clear understanding of the order in which they need to be implemented.
* **Address Potential Risks and Issues:**
  + The team will discuss any potential risks or issues associated with the remaining user stories, brainstorming potential solutions and mitigation strategies.
* **Update Story Point Estimates:**
  + The team will update story point estimates for user stories based on new information or refinements made during the meeting.

**Minutes:**

* **Review and Prioritize User Stories:**
  + The team reviewed the user stories in the product backlog, focusing on those with high priority and those that were closely related to upcoming sprints.
  + The team discussed the value and impact of each user story, considering its alignment with the overall project vision and the client's (Sunidhi) requirements.
* **Refine User Stories:**
  + The team refined several user stories, adding clarity to their descriptions and elaborating on their acceptance criteria. For example, the user story related to generating personalized study plans was refined to include specific details about the structure of the study plan, the data points to be included, and the mechanisms for tracking progress.
* **Break Down User Stories:**
  + The team broke down several large user stories into smaller tasks, making them more manageable within a sprint. For example, the user story related to setting learning goals for students was broken down into tasks such as:
    - Design the learning goal interface in the student profile.
    - Implement the functionality to set learning goals, including data validation and categorization.
    - Integrate the learning goal feature with the progress tracking system.
* **Identify and Address Dependencies:**
  + The team identified dependencies between the user story related to generating study plans and the user story related to setting learning goals. They acknowledged that the study plan feature would require access to the learning goals set by tutors.
* **Address Potential Risks and Issues:**
  + The team discussed the potential risk of technical challenges with integrating the billing system with the existing payment gateway. They brainstormed potential solutions, such as using a different payment gateway or developing a custom integration solution.
* **Update Story Point Estimates:**
  + The team updated story point estimates for several user stories based on the new information and refinements made during the meeting. For example, the story point estimate for the user story related to study plans was adjusted to reflect the increased complexity of the feature.

# 8. Team Collaboration and Communication

**Team Collaboration:**

* **Strong Communication:** The team prioritizes clear, concise, and timely communication. Regular stand-up meetings, weekly team meetings, and bi-weekly client meetings ensure that everyone is informed and aligned on project progress, challenges, and next steps.
* **Shared Understanding:** The team emphasizes open communication and active listening. They encourage sharing ideas and perspectives, leading to a shared understanding of project goals, requirements, and potential solutions.
* **Proactive Problem Solving:** Team members actively participate in problem-solving. They work together to identify challenges, brainstorm solutions, and implement them effectively. This proactive approach minimizes roadblocks and keeps the project moving forward.
* **Effective Use of Tools:** The team leverages project management tools like Jira and Trello to organize tasks, track progress, and facilitate collaboration. They also use communication tools like Microsoft Teams and email for quick updates and discussions.
* **Constructive Feedback:** Team members provide constructive feedback on each other's work, encouraging improvement and enhancing the quality of the deliverables.

**Communication Channels:**

* **Daily Stand-up Meetings:** Held every morning at 9:00 AM via Microsoft Teams, where team members share progress updates, identify blockers, and discuss plans for the day.
* **Weekly Team Meetings:** Held every Monday at 10:00 AM via Microsoft Teams to review progress, plan tasks for the week, discuss upcoming goals, and address any overarching challenges.
* **Client Meetings:** Held bi-weekly on Wednesdays at 2:00 PM via Microsoft Teams to provide updates to the client (Sunidhi), gather feedback, discuss any concerns, and make adjustments to priorities as needed.
* **Supervisor Reviews:** Held weekly on Fridays at 3:00 PM via Microsoft Teams to review overall project progress, receive guidance from the supervisor (Alan Yip), and address any high-level issues.
* **Document Collaboration:** All project documents are collaboratively edited on Google Docs or Confluence to ensure that everyone has access to the latest versions and can contribute to their development.
* **Code Collaboration:** The team uses a version control system like Git (hosted on GitHub) to collaborate on code development, manage changes, and ensure that all code is properly integrated.
* **Design Collaboration:** The team uses design tools like Figma to share and review design files, ensuring a consistent visual style and user experience across the platform.