1. \*\*What is Agile?\*\*

- Agile is a project management and product development approach that emphasizes flexibility, collaboration, rapid delivery, and continuous improvement.

2. \*\*What are the key principles of Agile?\*\*

- Customer satisfaction through early and continuous delivery of valuable software.

- Welcome changing requirements, even late in development.

- Deliver working software frequently, with a preference for shorter timescales.

- Business people and developers must work together daily throughout the project.

- Build projects around motivated individuals, give them the environment and support they need, and trust them to get the job done.

- The most efficient and effective method of conveying information is face-to-face conversation.

- Working software is the primary measure of progress.

- Agile processes promote sustainable development.

- Continuous attention to technical excellence and good design enhances agility.

- Simplicity—the art of maximizing the amount of work not done—is essential.

- The best architectures, requirements, and designs emerge from self-organizing teams.

- At regular intervals, the team reflects on how to become more effective, then tunes and adjusts its behavior accordingly.

3. \*\*What is a Sprint in Agile?\*\*

- A Sprint is a set period during which specific work has to be completed and made ready for review. It usually lasts between one to four weeks.

4. \*\*What is a Scrum?\*\*

- Scrum is an Agile framework for managing work with an emphasis on software development. It is designed for teams of ten or fewer members, who break their work into goals that can be completed within time-boxed iterations, called sprints.

5. \*\*What are the roles in Scrum?\*\*

- Product Owner: Responsible for maximizing the value of the product and managing the product backlog.

- Scrum Master: Ensures the team follows Agile practices and removes any impediments to the team's progress.

- Development Team: A self-organizing group of professionals who do the work of delivering a potentially releasable increment of the product at the end of each Sprint.

6. \*\*What is a Product Backlog?\*\*

- The Product Backlog is a prioritized list of work for the development team that is derived from the roadmap and its requirements. It contains all features, functions, requirements, enhancements, and fixes that constitute the changes to be made to the product in future releases.

7. \*\*What is a User Story?\*\*

- A User Story is a simple description of a software feature from an end-user perspective. It typically follows the format: "As a [user], I want [goal] so that [reason]."

8. \*\*What is a Sprint Review?\*\*

- A Sprint Review is an informal meeting at the end of the Sprint where the Scrum team presents their increment of work to the stakeholders and discusses what has been accomplished and what still needs to be done.

9. \*\*What is a Sprint Retrospective?\*\*

- A Sprint Retrospective is a meeting held at the end of each Sprint where the team discusses what went well, what didn’t go well, and how the process could be improved in the next Sprint.

10. \*\*What is a Burn-down Chart?\*\*

- A Burn-down Chart is a graphical representation of work left to do versus time. It is useful for predicting when all of the work will be completed.

11. \*\*What is Continuous Integration?\*\*

- Continuous Integration is a practice where developers frequently integrate their code into a shared repository, usually several times a day. Each integration is verified by an automated build and tests to detect integration errors as quickly as possible.

12. \*\*What is the difference between Agile and Waterfall?\*\*

- Agile is an iterative, incremental approach where requirements and solutions evolve through collaboration, while Waterfall is a linear and sequential approach where each phase must be completed before the next begins.

13. \*\*What is a Definition of Done (DoD)?\*\*

- The Definition of Done is a clear and concise list of requirements that a piece of work must meet for the team to call it complete.

14. \*\*What are some common Agile methodologies besides Scrum?\*\*

- Kanban, Extreme Programming (XP), Lean, and Crystal.

15. \*\*What is Velocity in Agile?\*\*

- Velocity is a metric used to measure the amount of work a team can complete in a Sprint. It is typically calculated by adding up the points for all fully completed stories.

1. **What is the role of a Business Analyst in a project?**
   * The role of a Business Analyst is to act as a bridge between stakeholders, such as business users and technical teams, to ensure that the project requirements are well understood and properly documented. BAs analyze business needs, identify solutions, and help implement those solutions to improve business processes.
2. **What are the key skills required for a Business Analyst?**
   * Key skills include:
     + Analytical thinking and problem-solving
     + Excellent communication and interpersonal skills
     + Requirement gathering and documentation
     + Knowledge of business process modeling
     + Basic understanding of IT and software development concepts
     + Proficiency with BA tools such as Microsoft Visio, Jira, or Trello
3. **What is a Use Case and how is it different from a User Story?**
   * A Use Case is a detailed description of how users will interact with a system to achieve a specific goal. It includes actors, preconditions, main flow, alternative flows, and postconditions. A User Story is a short, simple description of a feature from the perspective of an end-user, typically following the format: "As a [user], I want [goal] so that [reason]."
   * Use Cases are more detailed and formal, while User Stories are brief and high-level.
4. **What is a Requirement Traceability Matrix (RTM)?**
   * A Requirement Traceability Matrix is a document that maps and traces user requirements with test cases. It ensures that all requirements defined for a system are tested in the test protocols. The RTM helps in tracking the requirement status and ensuring that all requirements are covered by test cases.
5. **What are the different types of requirements in a project?**
   * There are mainly three types of requirements:
     + **Business Requirements**: High-level statements of the goals, objectives, or needs of the organization.
     + **Functional Requirements**: Detailed statements of the specific behaviors or functions of a system. These include inputs, outputs, data processing, etc.
     + **Non-functional Requirements**: Constraints on the system or the development process, such as performance, usability, reliability, and security.

Sure! Here's a sample Sprint Retrospective Meeting Minutes (MoM) template:

# ### Sprint Retrospective Meeting Minutes

Attendees:

- [Scrum Master]

- [Product Owner]

- [Development Team Members]

- [Stakeholders]

Purpose of the meeting: To reflect on the past Sprint and identify areas for improvement.

Review of Sprint Goals

- \*\*Scrum Master\*\* reviewed the goals set for the Sprint.

- Discussed whether the goals were met and any deviations.

What Went Well

- Team discussed and listed down what went well during the Sprint.

- [e.g., Efficient collaboration among team members]

- [e.g., Successfully implemented new feature X]

- [e.g., Improved code quality with fewer bugs]

What Didn’t Go Well

- Team discussed challenges and what didn’t go well.

- [e.g., Delays due to unclear requirements]

- [e.g., Integration issues with the new module]

- [e.g., Insufficient testing time]

What Can Be Improved

- Team brainstormed and listed down areas for improvement.

- [e.g., Improve requirement gathering process]

- [e.g., Allocate dedicated time for testing]

- [e.g., Enhance communication with the stakeholders]

Action Items

- [e.g., Conduct a requirements workshop before Sprint planning - Assigned to: [Team Member]]

- [e.g., Implement a new testing framework - Assigned to: [Team Member]]

- [e.g., Schedule regular meetings with stakeholders - Assigned to: [Team Member]]

Feedback and Suggestions

- Team members provided additional feedback and suggestions.

- [e.g., Consider using new collaboration tools]

- [e.g., Provide training on the new technology stack]

Conclusion

- \*\*Scrum Master\*\* summarized the key takeaways and action items.

- Thanked everyone for their participation and input.

- Review the action items in the next Sprint Planning meeting.

- Monitor the progress of the action items during the next Sprint.