

Name : Prathik Balaji N

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### **1.Accomodate/Communicate changes in the features**

- The team shares the updates of what each member has done, and discusses any changes that needs to be made so that everyone knows where the team stands at present.
- Updating and keeping track of the list of tasks is done on regular basis to ensure any new changes or requirement are added to them accordingly.
- At the end of a sprint, the team showcases its work, receives feedback then ponders on what should be adjusted for the next one.

### **2 . Name the coloured dots which are meetings or ceremonies in the sprint.**

Green Dot: The Sprint Planning meeting, at the green dot when a sprint starts teams meet to discuss about what work can be implemented and how it will be done.

Gray Dot : Daily Stans ups , it occurs daily during the sprint.

Blue Dot: It refers the Sprint Retrospective meeting. At the end of each sprint the team comes together to go over any changes and to demonstrate what has been done and what are the improvements needed.

### **3.Name the members who are the part of Agile team.**

- Product Owner.
- Scrum Master.
- Development Team.
- Business Analysts.

Product Owner : The product owner is responsible for prioritizing and overseeing the development team's tasks and making sure the company derives as much value as possible from the team's work.

Scrum Master : TheScrum Master removes impediments and helps the team to become self-organizing and empowered to create, innovate, and make decisions for themselves as one team.

Development Team : They are responsible for delivering the product . This team includes developers, testers , analysts , designers etc..

Business Analysts : Business Analysts helps to gather requirements and ensuring the team's work aligns with business needs.

#### **4.BA Roles and any 3 tools he uses for the support of roles**

##### **BA Roles :**

- Requirement Gathering.
- Documentation.
- Stakeholder Communication.
- Process Improvement.
- Solution Assessment.
- Project Support.
- Change Management.

##### **BA Tools :**

**JIRA:** For project management, tracking issues, and agile development processes.

**Tableau:** For data visualization and business intelligence.

**Slack:** For team communication and collaboration.