0:0:0.0 --> 0:0:27.150  
Ashish Kumar (SBU5)  
So that, uh, maybe in future you will be involved in more than one project. So make sure whenever you are working on a project and you want to check your task or you want to create tasks or you want to change the status or put hours, you're selecting the right project. So this is very important. Otherwise if you if you choose another project then like it it will be like a mess up, a total mess up. So make sure you are choosing the right project from here and then you can see the project name also here.

0:0:29.100 --> 0:0:43.540  
Ashish Kumar (SBU5)  
And this is the overview. This is the members of our entire project. This is a big project and under this project we have, we have divided this project into 7 segments which we call it as in Azle epics.

0:0:45.760 --> 0:0:46.680  
Ashish Kumar (SBU5)  
And under the epic.

0:0:47.650 --> 0:0:56.120  
Ashish Kumar (SBU5)  
Under each epic we have created user stories and sub tasks. So this is the workflow in. In Agile we we normally follow.

0:0:57.260 --> 0:0:58.570  
Ashish Kumar (SBU5)  
The Sprint.

0:0:59.350 --> 0:1:2.500  
Ashish Kumar (SBU5)  
Uh ceremonies or sprinter rules?

0:1:6.760 --> 0:1:12.880  
Ashish Kumar (SBU5)  
So may I know out of you, out of four who knows about agile?

0:1:13.940 --> 0:1:16.50  
Ashish Kumar (SBU5)  
Like I think you must have gone through basic.

0:1:16.850 --> 0:1:17.780  
Ashish Kumar (SBU5)  
Uh course, right?

0:1:18.440 --> 0:1:19.430  
Ashish Kumar (SBU5)  
Who's familiar with Hazel?

0:1:24.530 --> 0:1:24.910  
Ashish Kumar (SBU5)  
Hello.

0:1:25.540 --> 0:1:29.270  
Nashreen Sultana  
I I have gone through the course and I know my birthday's area now.

0:1:29.960 --> 0:1:32.130  
Ashish Kumar (SBU5)  
As I'll basically overview training, I think.

0:1:33.140 --> 0:1:33.410  
Ashish Kumar (SBU5)  
OK.

0:1:32.760 --> 0:1:38.500  
Nashreen Sultana  
Yeah, like in my previous organization also we followed the design. So I have like pretty much good idea about it.

0:1:38.910 --> 0:1:43.880  
Ashish Kumar (SBU5)  
OK, so uh, so you must have worked on some project management tool. Also if you're following is.

0:1:43.200 --> 0:1:45.290  
Nashreen Sultana  
Yeah, yeah, JIRA like you have mentioned, yeah.

0:1:45.460 --> 0:2:2.110  
Ashish Kumar (SBU5)  
Yeah, JIRA so cap is like similar to uh project management tool. If you have in your previous experience in your past experience. If you have worked on any project management tool similar to Zyra then it's like cap. You can understand the workflow very easily. What about the others Akriti Prashant Raghu.

0:2:3.170 --> 0:2:4.130  
Ashish Kumar (SBU5)  
Do you have any experience?

0:2:3.270 --> 0:2:5.380  
Prashant Bhapkar  
Yeah, I I I presented here.

0:2:4.450 --> 0:2:5.630  
Raghu Maddala  
I worked in JIRA.

0:2:6.680 --> 0:2:7.570  
Ashish Kumar (SBU5)  
One by one, yeah.

0:2:9.50 --> 0:2:9.240  
Prashant Bhapkar  
Yeah.

0:2:10.290 --> 0:2:10.710  
Prashant Bhapkar  
Shall I?

0:2:11.250 --> 0:2:11.590  
Ashish Kumar (SBU5)  
Yeah.

0:2:12.210 --> 0:2:17.850  
Prashant Bhapkar  
Yeah, I present here. So we have just gone through the basic of the agents like like.

0:2:18.730 --> 0:2:41.280  
Prashant Bhapkar  
It's an iterative plus incremental models. I have no I know, just basic of agile like we priority it evenly use for prioritized the work. We welcome the dynamic changes and also each team is perfect in their work. Daily conversation with the clients is happened in the jail also fast and flexible process to increase the productivity. So there's that's how we use Azure for.

0:2:41.940 --> 0:2:58.50  
Ashish Kumar (SBU5)  
Yeah. So basically we use agile approach from the traditional approach to deal with the complex project where scope changes time to time and there is uncertainty. There is a high risk of uncertainty. There is a high risk of change in scope and also there is.

0:2:58.270 --> 0:3:0.530  
Ashish Kumar (SBU5)  
Uh, not clear.

0:3:0.950 --> 0:3:17.70  
Ashish Kumar (SBU5)  
Uh long term goals. So for short term goals and and for complexity and for frequent changes in scope we we prefer agile approach. That's why we go for Sprint we we go for software development in Sprint. Sprint is ideally for two weeks.

0:3:18.250 --> 0:3:19.60  
Ashish Kumar (SBU5)  
What about akriti?

0:3:22.640 --> 0:3:23.70  
Aakrati Agrawal  
Hello.

0:3:22.330 --> 0:3:23.260  
Ashish Kumar (SBU5)  
Do you have any experience?

0:3:24.710 --> 0:3:30.250  
Aakrati Agrawal  
No, I haven't worked on any. I mean agile tool or anything, but I've gone through the basics.

0:3:30.780 --> 0:3:31.870  
Ashish Kumar (SBU5)  
OK. OK, great.

0:3:31.70 --> 0:3:32.730  
Aakrati Agrawal  
Ohh of agile yeah.

0:3:35.320 --> 0:3:36.170  
Aakrati Agrawal  
Uh, yeah.

0:3:32.770 --> 0:3:36.690  
Ashish Kumar (SBU5)  
OK, you have gone through the overview, basic overview, adult training.

0:3:37.410 --> 0:3:38.240  
Aakrati Agrawal  
Yes, yes.

0:3:38.340 --> 0:3:40.570  
Ashish Kumar (SBU5)  
Yeah. Yeah. Raghu, you mentioned 0, right?

0:3:42.220 --> 0:3:43.850  
Raghu Maddala  
It's it's sausage.

0:3:44.360 --> 0:3:49.870  
Ashish Kumar (SBU5)  
Yeah. Perfect. So out of four, two people has experience of Jena. That's great. So let's start.

0:3:51.120 --> 0:3:55.490  
Ashish Kumar (SBU5)  
So this is our project management tool. This is overview.

0:3:56.280 --> 0:3:57.330  
Ashish Kumar (SBU5)  
The very first option.

0:3:58.200 --> 0:3:59.530  
Ashish Kumar (SBU5)  
And make sure that.

0:3:59.990 --> 0:4:4.480  
Ashish Kumar (SBU5)  
Uh, if left hand side options are not visible to you.

0:4:5.490 --> 0:4:8.0  
Ashish Kumar (SBU5)  
Then you can click on the drop down.

0:4:10.500 --> 0:4:15.20  
Ashish Kumar (SBU5)  
Uh, there's an option here. I think many times it takes load.

0:4:16.770 --> 0:4:17.850  
Ashish Kumar (SBU5)  
Yeah, this one.

0:4:19.910 --> 0:4:32.150  
Ashish Kumar (SBU5)  
Sometimes, like first for the first time, if you log in into this CAP tool then you will see the left hand side options are closed. You cannot see. So for this you have to click this toggle button and.

0:4:33.490 --> 0:4:38.90  
Ashish Kumar (SBU5)  
And in the top row you can see everything timelog, status report, whatever.

0:4:38.970 --> 0:4:42.160  
Ashish Kumar (SBU5)  
Timelog your feeling you can. You can see this in this button.

0:4:56.170 --> 0:5:19.270  
Ashish Kumar (SBU5)  
I don't know. Like maybe I'm facing some Internet issue or like website is taking so much time to load. Yeah and time lock status report. You can when you click this button you will see your time log for those dates. If you for the respective dates and you can see the hours also you have spent you can see the entire log here.

0:5:22.130 --> 0:5:27.660  
Ashish Kumar (SBU5)  
And similarly you can see the details and log time in overview also overview section.

0:5:31.520 --> 0:5:33.800  
Ashish Kumar (SBU5)  
And second, I think I have to change my.

0:5:36.700 --> 0:5:37.350  
Ashish Kumar (SBU5)  
Network.

0:6:32.670 --> 0:6:35.750  
Ashish Kumar (SBU5)  
I think, uh, I've changed my network but cap is.

0:6:36.930 --> 0:6:42.650  
Ashish Kumar (SBU5)  
Very slow today because like it's weekend and some all of them are putting ours.

0:6:44.70 --> 0:6:47.340  
Ashish Kumar (SBU5)  
That might be a reason this is working very slow.

0:6:49.70 --> 0:6:56.330  
Ashish Kumar (SBU5)  
So in details section overview, if you go in detail section you can you can see a log time.

0:6:58.270 --> 0:6:59.240  
Ashish Kumar (SBU5)  
For the entire week.

0:7:7.450 --> 0:7:9.520  
Ashish Kumar (SBU5)  
The gap is low. I have changed my network also.

0:7:10.670 --> 0:7:11.940  
Ashish Kumar (SBU5)  
Still like this is taking.

0:7:12.870 --> 0:7:14.360  
Ashish Kumar (SBU5)  
Much time so.

0:7:15.220 --> 0:7:17.70  
Ashish Kumar (SBU5)  
Uh, you can see that for the entire week.

0:7:18.870 --> 0:7:24.920  
Ashish Kumar (SBU5)  
You can change. You can choose chooser. Sorry user. You can choose user and then you can select.

0:7:25.690 --> 0:7:26.280  
Ashish Kumar (SBU5)  
Your name.

0:7:29.240 --> 0:7:31.510  
Ashish Kumar (SBU5)  
Uh, just choose.

0:7:32.110 --> 0:7:35.10  
Ashish Kumar (SBU5)  
Uh person who is working on the task.

0:7:40.640 --> 0:7:42.20  
Ashish Kumar (SBU5)  
This Tuesday days.

0:7:43.290 --> 0:7:43.970  
Ashish Kumar (SBU5)  
And.

0:7:44.740 --> 0:7:46.550  
Ashish Kumar (SBU5)  
Let's choose the current week.

0:7:49.20 --> 0:7:51.270  
Ashish Kumar (SBU5)  
13th to sorry.

0:7:52.380 --> 0:7:53.750  
Ashish Kumar (SBU5)  
2220 fourth.

0:7:58.620 --> 0:7:59.690  
Ashish Kumar (SBU5)  
And then click apply.

0:8:6.350 --> 0:8:12.370  
Ashish Kumar (SBU5)  
So we can see that how many hours we have spent and how many hours we have logged in for.

0:8:13.110 --> 0:8:16.600  
Ashish Kumar (SBU5)  
For for each date of our current week.

0:8:17.930 --> 0:8:20.150  
Ashish Kumar (SBU5)  
This is our current week from 20 to 24.

0:8:20.830 --> 0:8:33.100  
Ashish Kumar (SBU5)  
We can see this is very important. Why? Because sometimes with like, it's hard to remember that we are having many tasks. Say for example we are involved in five to six tasks and we are to put we have to log time hours. So we have to log in time so.

0:8:33.870 --> 0:8:40.660  
Ashish Kumar (SBU5)  
We can. We can see that, OK, this person for the current week has a has a logged in 36 hours starting from.

0:8:41.350 --> 0:8:42.80  
Ashish Kumar (SBU5)  
22.

0:8:42.780 --> 0:8:48.380  
Ashish Kumar (SBU5)  
212223 yeah till 23 has updated his time log.

0:8:49.520 --> 0:9:1.30  
Ashish Kumar (SBU5)  
And we can see 36 hours. Similarly, we can go for individual date also. So this will help us to understand that how many hours we have logged in and how many hours is pending.

0:9:2.80 --> 0:9:4.400  
Ashish Kumar (SBU5)  
So we can see individual date also.

0:9:5.40 --> 0:9:6.270  
Ashish Kumar (SBU5)  
Just to be very sure that.

0:9:6.760 --> 0:9:10.230  
Ashish Kumar (SBU5)  
Uh, we are logging time for 9 hours each day.

0:9:11.190 --> 0:9:11.900  
Ashish Kumar (SBU5)  
Throughout the week.

0:9:14.270 --> 0:9:17.380  
Ashish Kumar (SBU5)  
So this is something important. That's why I'm starting with this action.

0:9:23.120 --> 0:9:31.20  
Ashish Kumar (SBU5)  
So we have applied, we now we are seeing only single date lock time spend time for a single date. We can see 9 hours.

0:9:32.50 --> 0:9:38.270  
Ashish Kumar (SBU5)  
So we are we have we have to be very sure that we are spending 9 hours on each day and we are logging hours in different task.

0:9:40.800 --> 0:9:45.570  
Ashish Kumar (SBU5)  
So this is like you can go in overview and then you can see the details for individual dates.

0:9:53.490 --> 0:9:58.810  
Ashish Kumar (SBU5)  
And not moving towards creating the task, creating the user stories.

0:10:0.490 --> 0:10:2.240  
Ashish Kumar (SBU5)  
We'll move to that section.

0:10:4.200 --> 0:10:5.140  
Ashish Kumar (SBU5)  
So this is our like.

0:10:4.790 --> 0:10:6.130  
Prashant Bhapkar  
Sorry for the interruption assist.

0:10:6.540 --> 0:10:6.800  
Ashish Kumar (SBU5)  
Yes.

0:10:7.720 --> 0:10:14.410  
Prashant Bhapkar  
OK so I am also working right now in the Giroux project, so shall I also fill in the details in the virtualization POC as well?

0:10:21.60 --> 0:10:21.720  
Prashant Bhapkar  
OK.

0:10:15.120 --> 0:10:24.810  
Ashish Kumar (SBU5)  
Yeah. So, Prashant, to your you and nashreen is working on zero OPS and we have not created the task because I'm in touch with Anirudha and he.

0:10:25.230 --> 0:10:38.360  
Ashish Kumar (SBU5)  
Uh, so, like kind of the that epic was on hold for some time because we were waiting for machine and also we were waiting for some clarity, some confirmation on the scope. That's why we working on that part.

0:10:40.320 --> 0:10:41.230  
Prashant Bhapkar  
So meanwhile.

0:10:39.860 --> 0:10:49.900  
Ashish Kumar (SBU5)  
But now we are we we can we can start putting activities here. I think Neeraj has must have shared some activities and you're already involved in those activities, right?

0:10:51.140 --> 0:10:51.820  
Prashant Bhapkar  
Yeah, yeah, yeah.

0:10:52.640 --> 0:11:0.820  
Ashish Kumar (SBU5)  
So so you can whatever it is you have performed in this week. You can create task for those activities same nashreen will also do.

0:11:2.0 --> 0:11:3.360  
Ashish Kumar (SBU5)  
So if we go in epic.

0:11:4.30 --> 0:11:4.330  
Ashish Kumar (SBU5)  
Yeah.

0:11:5.380 --> 0:11:15.880  
Ashish Kumar (SBU5)  
Like I said, this project is divided into 7 segments or seven parts or 7 epics. What's a simple? But our goal is to to contribute.

0:11:16.540 --> 0:11:22.790  
Ashish Kumar (SBU5)  
22 to work in different parts and then then and and and then combined it.

0:11:24.500 --> 0:11:25.590  
Ashish Kumar (SBU5)  
And then deliver something.

0:11:26.470 --> 0:11:28.390  
Ashish Kumar (SBU5)  
So that is our goal in this project.

0:11:30.280 --> 0:11:43.100  
Ashish Kumar (SBU5)  
So in your case Xerox the we have not created any user story, so I will not be taking the example of this, but I can take example of another epic which is like.

0:11:44.220 --> 0:11:46.340  
Ashish Kumar (SBU5)  
Software characterization, which are seven epics.

0:11:51.490 --> 0:12:0.620  
Ashish Kumar (SBU5)  
So what we did in in one epic, same thing we have to do in another like Raghu, we have to still, I'm thinking I'm. I'm I'm. I'm.

0:12:1.330 --> 0:12:4.950  
Ashish Kumar (SBU5)  
Thinking to put you in which epic based on your skills so.

0:12:5.950 --> 0:12:16.870  
Ashish Kumar (SBU5)  
Just give me some time so that I can give you the confirmation on that. But yeah, Prashant and Nashreen will work on this and akriti probably you will be working on V cycle.

0:12:18.200 --> 0:12:25.270  
Ashish Kumar (SBU5)  
Or my last mile, either on this epic or either on this week. Either of these two you will be working on this epic.

0:12:26.70 --> 0:12:32.520  
Ashish Kumar (SBU5)  
So we we are still in discussion for that and once we confirm, we will let you know. So this is our epic.

0:12:33.690 --> 0:12:37.10  
Ashish Kumar (SBU5)  
And under this epic you can see that.

0:12:38.570 --> 0:12:48.740  
Ashish Kumar (SBU5)  
Be the green ones are user story and the yellow ones are subtask, subtask are nothing but those activities which justify or which explain.

0:12:49.610 --> 0:12:57.890  
Ashish Kumar (SBU5)  
Uh, that how we are completing this user story and now obviously the question is what is the user story user story is?

0:12:58.860 --> 0:13:1.750  
Ashish Kumar (SBU5)  
As it as a user I want to.

0:13:2.970 --> 0:13:5.950  
Ashish Kumar (SBU5)  
Make I I want to develop something so that I can.

0:13:6.720 --> 0:13:11.180  
Ashish Kumar (SBU5)  
I can make a use of it like I I can I can do some by work.

0:13:12.20 --> 0:13:16.120  
Ashish Kumar (SBU5)  
I can uh I can achieve something. So this is like user story.

0:13:17.800 --> 0:13:26.700  
Ashish Kumar (SBU5)  
The definition of user story is that I want to achieve something I as a user, I want to develop something so that I can achieve something. I I can make use of it.

0:13:29.870 --> 0:13:32.30  
Ashish Kumar (SBU5)  
So this user story is part of.

0:13:33.210 --> 0:13:36.630  
Ashish Kumar (SBU5)  
This epic and if we open this user story.

0:13:37.800 --> 0:13:40.670  
Ashish Kumar (SBU5)  
We can see the workflow and understand how this is running.

0:13:57.70 --> 0:13:57.570  
Ashish Kumar (SBU5)  
Cap is.

0:13:58.310 --> 0:13:59.140  
Ashish Kumar (SBU5)  
Very slow today.

0:14:0.910 --> 0:14:15.160  
Ashish Kumar (SBU5)  
Yeah. So we can see that this is this is user story is part of Sprint one and our Sprint one ended on 14th. So that's why we have mentioned it as closed. We resolved we try to resolve its subtask.

0:14:16.80 --> 0:14:28.460  
Ashish Kumar (SBU5)  
We have created 4 sub task under this user story and this user story is part of the EPIC. So if I click on this yellow subtask then I can see the entire workflow.

0:14:29.870 --> 0:14:32.530  
Ashish Kumar (SBU5)  
Basically I can see the path. How's it flowing?

0:14:35.440 --> 0:14:36.950  
Ashish Kumar (SBU5)  
In our software development general.

0:14:40.440 --> 0:14:42.50  
Ashish Kumar (SBU5)  
Our implementation that.

0:14:47.600 --> 0:15:11.650  
Ashish Kumar (SBU5)  
So now we can see that this is our epic the epic ID Epic name, user story ID, user story name, and this is our like SUBTASK title. So this is how subtask title and the cross one means this has been closed this admin. This has this user. User story has been resolved and then we have closed it. That's why we can see a strike mark.

0:15:13.120 --> 0:15:21.230  
Ashish Kumar (SBU5)  
You can see that to whom it has been assigned, and it's a target version. It's a part of which Sprint currently we are in Sprint two Sprint two started on 15th.

0:15:22.350 --> 0:15:25.660  
Ashish Kumar (SBU5)  
And two weeks it will go for two weeks, that means.

0:15:27.80 --> 0:15:32.120  
Ashish Kumar (SBU5)  
We are following ten working days, so if we add 10 working days then it will end on 28th.

0:15:33.480 --> 0:15:34.460  
Ashish Kumar (SBU5)  
5 + 3.

0:15:35.130 --> 0:15:36.260  
Ashish Kumar (SBU5)  
And then again 2.

0:15:36.950 --> 0:15:44.800  
Ashish Kumar (SBU5)  
5 + 3 eight 8 + 210 so yeah, the so our Sprint two will end on 28th February. That's why we are having one demo.

0:15:46.20 --> 0:15:48.470  
Ashish Kumar (SBU5)  
On 1st March? Why? Because.

0:15:49.290 --> 0:15:51.840  
Ashish Kumar (SBU5)  
Every end of Sprint we we.

0:15:52.540 --> 0:16:11.110  
Ashish Kumar (SBU5)  
We try to come up with a demo or showcase or to to to gather the feedback from the respective stakeholders that what we did and what we accomplished and and what are the improvement areas. So that's why that's the goal of conducting demo just to learn from our past work.

0:16:14.980 --> 0:16:18.680  
Ashish Kumar (SBU5)  
And and in notes, we can we can see that like.

0:16:20.70 --> 0:16:23.360  
Ashish Kumar (SBU5)  
If we can always put some dots and notes.

0:16:27.360 --> 0:16:31.740  
Ashish Kumar (SBU5)  
Uh, in this task they have not mentioned the notes, but in in other task.

0:16:32.620 --> 0:16:34.530  
Ashish Kumar (SBU5)  
Probably they have mentioned some notes.

0:16:44.110 --> 0:16:47.380  
Ashish Kumar (SBU5)  
So ideally the process is that whenever we are working.

0:16:47.790 --> 0:16:48.990  
Ashish Kumar (SBU5)  
A.

0:16:49.820 --> 0:17:4.370  
Ashish Kumar (SBU5)  
We whenever we start the whenever we start our Sprint, we do the Sprint planning for entire two weeks. But since this this this project is like some kind of exploring projects.

0:17:5.240 --> 0:17:12.640  
Ashish Kumar (SBU5)  
So we are not totally sure about activities. So we target for for the running week for the current week that what we can do.

0:17:13.430 --> 0:17:18.870  
Ashish Kumar (SBU5)  
And we, we, we and accordingly we we set a user stories and then we create subtask.

0:17:20.20 --> 0:17:29.310  
Ashish Kumar (SBU5)  
So that we can we can, uh do we can show some progress and we can have A at the end of the Sprint we can have some working demo or or we can have some.

0:17:29.690 --> 0:17:32.760  
Ashish Kumar (SBU5)  
Uh, like working output.

0:17:35.560 --> 0:17:39.920  
Ashish Kumar (SBU5)  
On the left hand side you can see Sprint one, Sprint, two Sprint one.

0:17:42.940 --> 0:17:46.590  
Ashish Kumar (SBU5)  
Uh then spent two of each epic, and we can easily go.

0:17:47.920 --> 0:17:50.610  
Ashish Kumar (SBU5)  
Uh, there. Like if we if we.

0:17:51.440 --> 0:17:52.600  
Ashish Kumar (SBU5)  
Go click on this.

0:17:53.500 --> 0:18:3.410  
Ashish Kumar (SBU5)  
Spent one. Then we can see the entire user stories and sub task of Sprint one. Whatever we have worked on we have created accordingly.

0:18:4.100 --> 0:18:13.290  
Ashish Kumar (SBU5)  
And we we try to achieve some work, but somehow if we didn't finish all the activities or all the subtask, we then move those subtasks to our next Sprint.

0:18:15.450 --> 0:18:19.450  
Ashish Kumar (SBU5)  
That is the approach so you can see virtualization POC Sprint one for this epic.

0:18:20.470 --> 0:18:28.0  
Ashish Kumar (SBU5)  
And similarly we can change it also like from here also and from left hand side also we can visit the epic. Here we can see that.

0:18:29.470 --> 0:18:30.310  
Ashish Kumar (SBU5)  
And the task.

0:18:31.80 --> 0:18:42.330  
Ashish Kumar (SBU5)  
Whether it is a task or user story, user story we can see on the right hand side on left hand side it's it's all task. We can see the status. We can see the title, we can see who has created.

0:18:43.150 --> 0:18:46.890  
Ashish Kumar (SBU5)  
And to whom it has been assigned and started and due date, we can see everything.

0:18:49.500 --> 0:18:51.120  
Ashish Kumar (SBU5)  
This is part of like.

0:18:52.140 --> 0:19:0.950  
Ashish Kumar (SBU5)  
So we can see here that in Sprint one initially we have two user stories and under 2 user story we have created a couple of sub tasks and we try to achieve them.

0:19:1.980 --> 0:19:9.350  
Ashish Kumar (SBU5)  
And well yeah, few tasks are are still not completed. So we move those subtasks to our next Sprint.

0:19:10.10 --> 0:19:10.780  
Ashish Kumar (SBU5)  
So this is our.

0:19:11.630 --> 0:19:14.190  
Ashish Kumar (SBU5)  
Sprint one. If we go to Sprint 2.

0:19:15.580 --> 0:19:16.750  
Ashish Kumar (SBU5)  
We can see the same thing.

0:19:17.720 --> 0:19:20.690  
Ashish Kumar (SBU5)  
But the difference is that the status are not at closed state.

0:19:22.200 --> 0:19:24.130  
Ashish Kumar (SBU5)  
Why? Because Sprint 2 is not closed yet.

0:19:31.580 --> 0:19:34.870  
Ashish Kumar (SBU5)  
In the next session I will I will show you how to create sub tasks like.

0:19:36.20 --> 0:19:41.30  
Ashish Kumar (SBU5)  
Since it's overview training so I will give you the overview on of each section.

0:19:41.720 --> 0:19:56.190  
Ashish Kumar (SBU5)  
So we can see a screen 2 here and we can see the entire list. We can see the green ones are the user story. We can see the tracker also tracker means category whether it is a task or a user story or or dependency.

0:19:58.540 --> 0:20:2.10  
Ashish Kumar (SBU5)  
So green ones are the user story and the yellow ones are there subtask.

0:20:4.240 --> 0:20:13.490  
Ashish Kumar (SBU5)  
So we can easily see if you want to see the dashboard that in the current Sprint of this epic, what user story and sub task has been created. We can easily see.

0:20:14.190 --> 0:20:23.300  
Ashish Kumar (SBU5)  
And we can check the status also. OK these two are new state means we have not touched this task and in progress means team is working on this task.

0:20:25.780 --> 0:20:29.430  
Ashish Kumar (SBU5)  
So like similarly we can we can see other epic also.

0:20:30.500 --> 0:20:32.140  
Ashish Kumar (SBU5)  
Sprint One and Sprint 2.

0:20:38.800 --> 0:20:43.210  
Ashish Kumar (SBU5)  
But you have to make sure that you are. Yeah, you're only concentrating on your assigned epic.

0:20:44.420 --> 0:20:57.30  
Ashish Kumar (SBU5)  
Because there are multiple epics and you have you have been assigned in in a single epic. So you have to concentrate on your epic and then you have to see your task progress and user stories status.

0:20:58.50 --> 0:21:8.840  
Ashish Kumar (SBU5)  
So in in in this Sprint one, we can see that how many user stories have been created and what are the status and similarly we can see the yellow ones are the subtask of this user story.

0:21:9.680 --> 0:21:13.910  
Ashish Kumar (SBU5)  
And what is their status? So like basically it's a it's a dashboard of Sprint one.

0:21:14.770 --> 0:21:18.170  
Ashish Kumar (SBU5)  
Uh, which includes the user stories.

0:21:19.20 --> 0:21:19.860  
Ashish Kumar (SBU5)  
And subtask.

0:21:22.420 --> 0:21:24.420  
Ashish Kumar (SBU5)  
And similarly we can switch to Sprint two also.

0:21:25.700 --> 0:21:26.450  
Ashish Kumar (SBU5)  
Those are closed.

0:21:32.10 --> 0:21:33.610  
Ashish Kumar (SBU5)  
So these are the examples.

0:21:34.610 --> 0:21:43.820  
Ashish Kumar (SBU5)  
Uh, for your reference purpose so that in future you can create your own user story and then create a couple of sub tasks on the under your epic and and and you can.

0:21:44.580 --> 0:21:51.280  
Ashish Kumar (SBU5)  
You can explain your activities for the current Sprint, so Sprint 2.

0:21:52.250 --> 0:21:54.260  
Ashish Kumar (SBU5)  
We have created a couple of task.

0:21:56.110 --> 0:21:59.10  
Ashish Kumar (SBU5)  
And we have user story also. So we have one.

0:22:1.30 --> 0:22:2.700  
Ashish Kumar (SBU5)  
2345.

0:22:3.380 --> 0:22:4.10  
Ashish Kumar (SBU5)  
6.

0:22:4.910 --> 0:22:9.500  
Ashish Kumar (SBU5)  
So we have total 6 user stories and we have couple of task also the yellow ones.

0:22:10.930 --> 0:22:11.660  
Ashish Kumar (SBU5)  
So this is like.

0:22:12.770 --> 0:22:15.220  
Ashish Kumar (SBU5)  
Uh, we target, we discussed we planned.

0:22:16.370 --> 0:22:24.10  
Ashish Kumar (SBU5)  
To do and deliver the this activities or task in our two weeks time period in our current Sprint.

0:22:25.660 --> 0:22:43.410  
Ashish Kumar (SBU5)  
And similarly you will be also discussing uh for zero OPS, and yours will be in touch. We will be targeting. We will be keeping, we will be taking and leading with small goals so that we can achieve something and then we can and we can deliver something. Obviously we have only four days three days sorry two days.

0:22:44.60 --> 0:23:0.80  
Ashish Kumar (SBU5)  
Like Friday is all almost gone, so we have only two days in in our current Sprint. But like 0 OPS has just started but still on 1st we will be presenting our activities in PPT whatever we have done so far.

0:23:1.140 --> 0:23:7.810  
Ashish Kumar (SBU5)  
In terms of architecture, in terms of designing, in terms of basic structure or basic configuration.

0:23:8.980 --> 0:23:22.180  
Ashish Kumar (SBU5)  
For you Prashant and Nashreen, whatever we have done, we will focus on focus on that part and we will try to achieve. We will try to present that to our management, senior management people which are the stakeholders of this project.

0:23:25.370 --> 0:23:26.990  
Ashish Kumar (SBU5)  
Now if we.

0:23:30.190 --> 0:23:31.400  
Ashish Kumar (SBU5)  
Go back to.

0:23:33.450 --> 0:23:34.680  
Ashish Kumar (SBU5)  
Any user story.

0:23:39.770 --> 0:23:49.640  
Ashish Kumar (SBU5)  
How to create a user story and then how to create a subtask and then how to create dependency task or general task like now we will going to discuss that section.

0:23:50.540 --> 0:23:53.230  
Ashish Kumar (SBU5)  
So far we have gone through the time long.

0:23:54.860 --> 0:24:1.350  
Ashish Kumar (SBU5)  
And Sprint one Sprint 2 section, how can we see different sprints dashboard?

0:24:2.460 --> 0:24:4.610  
Ashish Kumar (SBU5)  
And now we will going to see that how to create a.

0:24:5.390 --> 0:24:13.300  
Ashish Kumar (SBU5)  
Uh user story and subtask so like this is our epic. We can always see our epic. So whenever you're creating a user story.

0:24:15.810 --> 0:24:17.180  
Ashish Kumar (SBU5)  
I hope you all can.

0:24:17.900 --> 0:24:21.980  
Ashish Kumar (SBU5)  
Hear me right. Whenever there is a problem, you can just let me know, OK?

0:24:26.930 --> 0:24:28.410  
Ashish Kumar (SBU5)  
So this is our epic.

0:24:29.770 --> 0:24:34.30  
Ashish Kumar (SBU5)  
This is very important. Keep in mind that whenever you're creating a user story.

0:24:36.670 --> 0:24:38.410  
Ashish Kumar (SBU5)  
You have to be on Epic page.

0:24:39.120 --> 0:24:45.90  
Ashish Kumar (SBU5)  
So make sure when a what is your epic? You can see your epic name and then.

0:24:46.170 --> 0:24:49.10  
Ashish Kumar (SBU5)  
You have to go down and then you see add button.

0:24:49.960 --> 0:24:52.300  
Ashish Kumar (SBU5)  
Subtask. You can create a ad.

0:24:53.70 --> 0:24:56.280  
Ashish Kumar (SBU5)  
Yeah. At a subtask from here, from this button.

0:24:58.30 --> 0:25:6.260  
Ashish Kumar (SBU5)  
Since you are in Epic page and now you're creating a task, that means that task will going will going to link with that epic.

0:25:8.110 --> 0:25:10.580  
Ashish Kumar (SBU5)  
Automatically. Why? Because you are already on Epic page.

0:25:11.600 --> 0:25:15.360  
Ashish Kumar (SBU5)  
And and and in in the epic page you are creating a subtask.

0:25:16.90 --> 0:25:18.400  
Ashish Kumar (SBU5)  
So parent task that means.

0:25:19.300 --> 0:25:20.280  
Ashish Kumar (SBU5)  
The epic ID.

0:25:21.270 --> 0:25:32.500  
Ashish Kumar (SBU5)  
Epic uh task. Sorry epic ID is already linked. Why? Because we are in Epic page and now and now we we want to create a subtask or user story.

0:25:33.390 --> 0:25:43.250  
Ashish Kumar (SBU5)  
For that epic, so we can obviously tracker that means we are tracker means how to track what you're creating, whether you are creating a feature, whether you are creating a.

0:25:44.10 --> 0:25:49.330  
Ashish Kumar (SBU5)  
User story or whether you're creating a simple task or whether you are you want to take any action.

0:25:50.360 --> 0:25:58.180  
Ashish Kumar (SBU5)  
Or you found a issue or you found a dependency task dependency task means you're dependent on some some.

0:25:58.920 --> 0:26:4.610  
Ashish Kumar (SBU5)  
External team or external team member and you want some help. For example you you want to upgrade your system, you want to.

0:26:4.930 --> 0:26:8.260  
Ashish Kumar (SBU5)  
And install a software for your.

0:26:9.450 --> 0:26:10.950  
Ashish Kumar (SBU5)  
Like development work.

0:26:11.810 --> 0:26:24.770  
Ashish Kumar (SBU5)  
So you can always raise a ticket on access portal, so that is something like you're taking support from external team. So you can create a dependency task and then and then you can put a subject line of basic subject line short and.

0:26:25.810 --> 0:26:28.870  
Ashish Kumar (SBU5)  
Uh, simple. And then two line description.

0:26:31.20 --> 0:26:44.30  
Ashish Kumar (SBU5)  
And you can always change the status initially it should be new and then once you started working on that task you should change the status to in progress and then once your task is completed you change to resolve.

0:26:45.240 --> 0:26:50.360  
Ashish Kumar (SBU5)  
And when you put this status resolved then only you will see the closed option.

0:26:52.800 --> 0:26:55.770  
Ashish Kumar (SBU5)  
Otherwise that that close option will always be hidden.

0:26:57.300 --> 0:26:59.30  
Ashish Kumar (SBU5)  
So you can change the status from here.

0:26:59.800 --> 0:27:4.790  
Ashish Kumar (SBU5)  
Parity, like if if it's a very urgent task, you have to work on, you can change the priority status also.

0:27:5.880 --> 0:27:9.510  
Ashish Kumar (SBU5)  
And assigned to yourself or assigned to the respective person.

0:27:10.570 --> 0:27:16.230  
Ashish Kumar (SBU5)  
Like UH-2, our own team member, or to me, if there's a dependency task you need some help.

0:27:17.50 --> 0:27:18.430  
Ashish Kumar (SBU5)  
Or or like similar.

0:27:19.300 --> 0:27:20.710  
Ashish Kumar (SBU5)  
Depending on the nature of the task.

0:27:22.320 --> 0:27:24.340  
Ashish Kumar (SBU5)  
And how do we choose this option?

0:27:25.710 --> 0:27:45.460  
Ashish Kumar (SBU5)  
These are very these options are totally depend on the nature of the task. That means, yeah, what type, what type of task you want to create, the user story. It's a subtask. It's a dependency task. It's a review task. Whatever it is, say for example, you want the tech lead for.

0:27:46.770 --> 0:27:53.430  
Ashish Kumar (SBU5)  
Or the SME or the the program manager or the like A.

0:27:55.540 --> 0:28:11.920  
Ashish Kumar (SBU5)  
But some, some person, some senior person, to review your task. Then we can we can create a review task for that if you want. If you want. If you are going for release then we can create a release task also. So similarly yeah you have to choose the option like based on the nature of the task.

0:28:13.100 --> 0:28:15.840  
Ashish Kumar (SBU5)  
So for example in now.

0:28:17.510 --> 0:28:18.940  
Ashish Kumar (SBU5)  
We will create 1 user story.

0:28:20.30 --> 0:28:26.820  
Ashish Kumar (SBU5)  
And then we will put a subject and then description and then it is already linked on Epic and we will choose a start date.

0:28:28.30 --> 0:28:38.720  
Ashish Kumar (SBU5)  
And due date if if if we have finalized that yes it will be completed within three days or four days or or or in a week time. If we are sure about due date then we will put it.

0:28:39.460 --> 0:28:46.640  
Ashish Kumar (SBU5)  
And if you're not sure, then we will try to complete the task on the last date of the Sprint.

0:28:47.940 --> 0:28:48.970  
Ashish Kumar (SBU5)  
Whatever it is, we.

0:28:49.50 --> 0:28:52.650  
Ashish Kumar (SBU5)  
The whatever date it is, we will try to achieve.

0:28:53.40 --> 0:28:55.960  
Ashish Kumar (SBU5)  
Uh, that last date of the?

0:28:57.210 --> 0:28:57.680  
Ashish Kumar (SBU5)  
Sprint.

0:28:59.340 --> 0:29:3.500  
Ashish Kumar (SBU5)  
And then we click the create button that uses to read will be created.

0:29:6.90 --> 0:29:6.500  
Ashish Kumar (SBU5)  
So.

0:29:7.730 --> 0:29:14.510  
Ashish Kumar (SBU5)  
This is our epic page and this is our user story under the epic name you will always see user story name.

0:29:16.340 --> 0:29:16.680  
Ashish Kumar (SBU5)  
And.

0:29:21.460 --> 0:29:21.920  
Ashish Kumar (SBU5)  
If we.

0:29:23.560 --> 0:29:24.850  
Ashish Kumar (SBU5)  
If you click on this task.

0:29:27.780 --> 0:29:28.370  
Ashish Kumar (SBU5)  
Subtask.

0:29:29.550 --> 0:29:31.770  
Ashish Kumar (SBU5)  
Then you can understand the workflow.

0:29:33.90 --> 0:29:34.450  
Ashish Kumar (SBU5)  
From the top row.

0:29:36.260 --> 0:29:36.620  
Ashish Kumar (SBU5)  
That.

0:29:37.860 --> 0:29:41.430  
Ashish Kumar (SBU5)  
We are on which page basically we always have to see that we are.

0:29:42.500 --> 0:29:43.670  
Ashish Kumar (SBU5)  
Standing on which page?

0:29:46.200 --> 0:29:51.380  
Ashish Kumar (SBU5)  
Whenever you want, we want to do something so black one is the epic ID with title.

0:29:52.500 --> 0:29:56.180  
Ashish Kumar (SBU5)  
Green is is a story ID with title and again.

0:29:56.690 --> 0:30:1.300  
Ashish Kumar (SBU5)  
Uh. Under the user story, we can see the subtask this is our subtask.

0:30:2.970 --> 0:30:4.600  
Ashish Kumar (SBU5)  
And the idea of subtask is this one.

0:30:6.110 --> 0:30:10.110  
Ashish Kumar (SBU5)  
So we can always see the title and the ID and.

0:30:14.120 --> 0:30:16.370  
Ashish Kumar (SBU5)  
We can see some notes also.

0:30:18.630 --> 0:30:20.110  
Ashish Kumar (SBU5)  
We can see the notes, whatever.

0:30:21.400 --> 0:30:28.240  
Ashish Kumar (SBU5)  
Note we can we can mention we can notes are similar to comments, whatever we can.

0:30:28.820 --> 0:30:37.720  
Ashish Kumar (SBU5)  
Uh mentioned we can we can. We can mention the notes or comments which is totally referred to the current status.

0:30:38.550 --> 0:30:39.610  
Ashish Kumar (SBU5)  
Of that task.

0:30:41.570 --> 0:30:42.890  
Ashish Kumar (SBU5)  
Give me a minute. Yeah.

0:30:52.400 --> 0:30:52.870  
Ashish Kumar (SBU5)  
So.

0:30:54.620 --> 0:31:0.420  
Ashish Kumar (SBU5)  
If we go uh, we can. If if you want to go directly, you can click on this. If you want to. This is our subtask pace.

0:31:1.320 --> 0:31:3.950  
Ashish Kumar (SBU5)  
We want to go back. I can click on this user story.

0:31:5.320 --> 0:31:7.550  
Ashish Kumar (SBU5)  
And I'm back too. He's just story page.

0:31:8.900 --> 0:31:10.660  
Ashish Kumar (SBU5)  
It will take a few seconds and then.

0:31:26.920 --> 0:31:30.280  
Ashish Kumar (SBU5)  
We can see that, uh, we are now in user story.

0:31:31.800 --> 0:31:37.430  
Ashish Kumar (SBU5)  
Pitch this is our user story and under this user story we are having 3 subtask.

0:31:38.140 --> 0:31:45.340  
Ashish Kumar (SBU5)  
Similarly, if you want to go back to Epic page, we can click on directly, we can click directly on this button, epic and.

0:31:46.90 --> 0:31:46.460  
Ashish Kumar (SBU5)  
We.

0:31:48.80 --> 0:31:49.800  
Ashish Kumar (SBU5)  
Goes to the epic page.

0:31:52.310 --> 0:31:57.80  
Ashish Kumar (SBU5)  
This is very important just to understand that on which page we are standing then only.

0:31:57.730 --> 0:32:5.640  
Ashish Kumar (SBU5)  
Uh, we have to keep in mind that on which page we are standing and then accordingly we have to create the subtask or user story or.

0:32:7.640 --> 0:32:8.780  
Ashish Kumar (SBU5)  
Whatever.

0:32:9.760 --> 0:32:13.960  
Ashish Kumar (SBU5)  
Kind of task. We want to create. We can create it. So if we are on the epic page.

0:32:14.930 --> 0:32:16.600  
Ashish Kumar (SBU5)  
We can always create a user story.

0:32:17.750 --> 0:32:20.370  
Ashish Kumar (SBU5)  
And if we are on user story.

0:32:24.220 --> 0:32:26.210  
Ashish Kumar (SBU5)  
Then we can always create a subtask.

0:32:27.830 --> 0:32:29.330  
Ashish Kumar (SBU5)  
That is the standard workflow.

0:32:44.470 --> 0:32:53.130  
Ashish Kumar (SBU5)  
So this is our epic. This is our user story and now under this user story I'm having three sub tasks. I want to create one more I can add.

0:32:54.140 --> 0:32:58.480  
Ashish Kumar (SBU5)  
So basically when I'm adding I want to be very sure that on which page I'm standing.

0:32:59.780 --> 0:33:5.470  
Ashish Kumar (SBU5)  
So by the title and by the flow, we can understand that on which page we are standing.

0:33:6.350 --> 0:33:7.880  
Ashish Kumar (SBU5)  
So this is user story page.

0:33:10.500 --> 0:33:13.120  
Ashish Kumar (SBU5)  
And if you want to add any subtask we can add from here.

0:33:14.220 --> 0:33:16.570  
Ashish Kumar (SBU5)  
Similarly, if we are on the Epic piece.

0:33:17.460 --> 0:33:19.310  
Ashish Kumar (SBU5)  
We can add a user story.

0:33:21.540 --> 0:33:21.980  
Ashish Kumar (SBU5)  
So.

0:33:25.300 --> 0:33:26.20  
Ashish Kumar (SBU5)  
Just be.

0:33:28.850 --> 0:33:35.800  
Ashish Kumar (SBU5)  
Conscious when? Whenever you're creating any task, subtask, or user story, it's bit confusing in the beginning but.

0:33:36.790 --> 0:33:58.430  
Ashish Kumar (SBU5)  
Uh, once you use it for a few times, you will understand. So now, since we can see Epic ID, we can easily understand that we are standing on EPIC page. So when we are standing on Epic page, we have two options to create task. Either we can create user story or we can create general tasks. General task means to attend a training session to attend.

0:33:58.500 --> 0:34:2.140  
Ashish Kumar (SBU5)  
Oh, oh, discussion. Call to to.

0:34:2.840 --> 0:34:4.750  
Ashish Kumar (SBU5)  
Take support from different team member.

0:34:5.640 --> 0:34:10.630  
Ashish Kumar (SBU5)  
Like general task are those tasks which are not linked to any user story.

0:34:11.440 --> 0:34:14.640  
Ashish Kumar (SBU5)  
So those tasks can be created on this epic page.

0:34:15.400 --> 0:34:21.430  
Ashish Kumar (SBU5)  
We can create, we can add and we can create general task also and we can create a user story also.

0:34:25.90 --> 0:34:26.160  
Ashish Kumar (SBU5)  
You can see dependency.

0:34:27.800 --> 0:34:38.20  
Ashish Kumar (SBU5)  
Why? Because, uh, this task under this task team was facing a dependency where this team member requires help from another team.

0:34:39.340 --> 0:34:45.740  
Ashish Kumar (SBU5)  
Member so we so he has created a dependency task and now he's putting comments on it.

0:34:46.750 --> 0:34:55.220  
Ashish Kumar (SBU5)  
And and this task is in progress state but once it is resolved then it will change the status also and similarly.

0:34:59.320 --> 0:35:1.0  
Ashish Kumar (SBU5)  
We can create different, uh task.

0:35:3.450 --> 0:35:10.540  
Ashish Kumar (SBU5)  
Under the epic page, so we have only two options. Either create general task or create user story and then once.

0:35:15.130 --> 0:35:17.580  
Ashish Kumar (SBU5)  
We are under the user story page.

0:35:19.360 --> 0:35:22.340  
Ashish Kumar (SBU5)  
We have only one option to create subtask.

0:35:25.0 --> 0:35:26.520  
Ashish Kumar (SBU5)  
On Epic page we have two options.

0:35:27.660 --> 0:35:51.600  
Ashish Kumar (SBU5)  
But on user story page we have only one option to create subtask. Subtask means whatever activities you are performing for that user story you can create similar tasks for that for that user story. So this is our user story page and we can see Epic name. We can see user story name and under this we can see three sub tasks we can add if we want to add any sub tasks we can add it.

0:35:52.550 --> 0:35:55.560  
Ashish Kumar (SBU5)  
And we can always make a put notes also.

0:35:59.600 --> 0:36:0.470  
Ashish Kumar (SBU5)  
We can see that.

0:36:2.680 --> 0:36:7.460  
Ashish Kumar (SBU5)  
Yeah. So just keep in mind if you want to link any user story.

0:36:8.170 --> 0:36:15.510  
Ashish Kumar (SBU5)  
To your current Sprint or past Sprint. That will be. That will be done by me. So just inform me, I will do that link.

0:36:17.340 --> 0:36:19.650  
Ashish Kumar (SBU5)  
Say for example this user story is.

0:36:19.770 --> 0:36:23.20  
Ashish Kumar (SBU5)  
Yeah, it is linked to the screen 2.

0:36:25.260 --> 0:36:34.630  
Ashish Kumar (SBU5)  
So that's why we can see Sprint 2 here. Similarly for other user story, we can see Sprint one also. That means that user story is linked to Sprint one.

0:36:38.240 --> 0:36:39.200  
Ashish Kumar (SBU5)  
If we go on that big.

0:36:53.930 --> 0:37:5.100  
Ashish Kumar (SBU5)  
Initially, if you, uh, if you're working on activities and and and you don't have the user story like it's a small individual activity, then you can create task directly on the epic page.

0:37:6.490 --> 0:37:17.10  
Ashish Kumar (SBU5)  
So this is our epic page and this is our user story. So if we go to this user story, we can see that this user story is linked to which Sprint we can easily.

0:37:17.900 --> 0:37:18.900  
Ashish Kumar (SBU5)  
See and understand.

0:37:34.390 --> 0:37:40.270  
Ashish Kumar (SBU5)  
And we can see that this is our epic. This is our user story page and this user story is linked to Sprint one.

0:37:41.380 --> 0:37:50.0  
Ashish Kumar (SBU5)  
And assigned to whom priority normal status. This has been closed. This has been resolved and then move to close status start date due date.

0:37:51.250 --> 0:37:52.860  
Ashish Kumar (SBU5)  
And then we have a couple of sub tasks.

0:37:54.530 --> 0:37:58.550  
Ashish Kumar (SBU5)  
So remember that a one more thing which is very important to remember.

0:37:59.360 --> 0:38:0.290  
Ashish Kumar (SBU5)  
Keep in mind that.

0:38:1.300 --> 0:38:8.340  
Ashish Kumar (SBU5)  
You can always put a start date for user story and end date is is always linked to your subtask end date.

0:38:9.90 --> 0:38:10.100  
Ashish Kumar (SBU5)  
Say for example.

0:38:11.500 --> 0:38:12.460  
Ashish Kumar (SBU5)  
For the current Sprint.

0:38:14.660 --> 0:38:17.840  
Ashish Kumar (SBU5)  
I can have the due date for this task as.

0:38:18.550 --> 0:38:19.20  
Ashish Kumar (SBU5)  
20.

0:38:19.880 --> 0:38:26.410  
Ashish Kumar (SBU5)  
And for this 24, which is today, and for this subtask, I can have the due date 28.

0:38:27.780 --> 0:38:29.560  
Ashish Kumar (SBU5)  
28 so that means.

0:38:30.250 --> 0:38:31.200  
Ashish Kumar (SBU5)  
Out of these three.

0:38:32.110 --> 0:38:35.500  
Ashish Kumar (SBU5)  
The last due date, the maximum due date I I have.

0:38:36.380 --> 0:38:37.460  
Ashish Kumar (SBU5)  
Will be reflected here.

0:38:40.270 --> 0:38:50.420  
Ashish Kumar (SBU5)  
So automatically it will it will. It will fetch the last and the maximum due date out of your subtask user stories. Due date will be decided based on that.

0:38:52.400 --> 0:39:1.830  
Ashish Kumar (SBU5)  
So, like uh, it's important thing to just keep in mind, you have to check individual task start date and due date and then it will automatically get updated here.

0:39:4.20 --> 0:39:5.350  
Ashish Kumar (SBU5)  
So similarly.

0:39:15.360 --> 0:39:23.500  
Ashish Kumar (SBU5)  
If we go to Epic page, if we go to zero OPS space, we can see that we have not created any user story and task. How far?

0:39:42.20 --> 0:39:45.380  
Ashish Kumar (SBU5)  
So if we want to go back to our epic.

0:39:47.260 --> 0:39:47.510  
Ashish Kumar (SBU5)  
Yeah.

0:39:48.430 --> 0:39:50.440  
Ashish Kumar (SBU5)  
If we want to go to Epic page.

0:39:53.550 --> 0:39:54.830  
Ashish Kumar (SBU5)  
And click on zero OPS.

0:40:19.710 --> 0:40:25.20  
Ashish Kumar (SBU5)  
This is our zero OPS page and I have mentioned description.

0:40:26.680 --> 0:40:31.670  
Ashish Kumar (SBU5)  
We have created a couple of tasks also like retail is working on this so.

0:40:34.250 --> 0:40:36.280  
Ashish Kumar (SBU5)  
These are general task.

0:40:37.900 --> 0:40:38.970  
Ashish Kumar (SBU5)  
So I have asked him to.

0:40:39.800 --> 0:40:45.100  
Ashish Kumar (SBU5)  
Uh, why? Because this task are not related to any user story. That's why this task.

0:40:45.780 --> 0:40:48.480  
Ashish Kumar (SBU5)  
Comes under general task category and.

0:40:49.810 --> 0:40:54.660  
Ashish Kumar (SBU5)  
But like uh, like I have mentioned that on Epic piece you have two options either to create user story.

0:40:57.60 --> 0:40:58.50  
Ashish Kumar (SBU5)  
From here by adding.

0:40:59.0 --> 0:41:4.770  
Ashish Kumar (SBU5)  
Task or you can create a general task same by adding here so.

0:41:6.560 --> 0:41:7.650  
Ashish Kumar (SBU5)  
Nashreen, Anna.

0:41:9.100 --> 0:41:9.570  
Ashish Kumar (SBU5)  
Prashant.

0:41:11.250 --> 0:41:15.80  
Ashish Kumar (SBU5)  
Whatever it is you have performed in this week from 20 to 24th.

0:41:15.820 --> 0:41:30.30  
Ashish Kumar (SBU5)  
You can create a task. You can create a simple task because I think your task are not related to any user story. If it is related to any user story then you can you can create a user story but if it is individual task then you can click on this.

0:41:33.50 --> 0:41:35.690  
Ashish Kumar (SBU5)  
You have to be on the epic page and then add.

0:41:36.960 --> 0:41:37.810  
Ashish Kumar (SBU5)  
Use the add button.

0:41:52.280 --> 0:41:53.670  
Ashish Kumar (SBU5)  
You can choose task here.

0:41:55.440 --> 0:41:59.290  
Ashish Kumar (SBU5)  
And the name of your task and put a two line description.

0:42:0.180 --> 0:42:2.740  
Ashish Kumar (SBU5)  
And assigned to yourself and start date.

0:42:3.860 --> 0:42:8.460  
Ashish Kumar (SBU5)  
And due date, say for example you've worked on an activity for two days.

0:42:9.230 --> 0:42:16.240  
Ashish Kumar (SBU5)  
Starting from 20 to 22, then you can mention started in due date and if you have activity.

0:42:17.110 --> 0:42:20.550  
Ashish Kumar (SBU5)  
On which you spend at some hours throughout the week, that means.

0:42:21.560 --> 0:42:22.260  
Ashish Kumar (SBU5)  
Uh.

0:42:23.900 --> 0:42:30.500  
Ashish Kumar (SBU5)  
And then you want to continue that activity next week also then you don't have to put due date, you have to just put the start date.

0:42:33.480 --> 0:42:33.930  
Ashish Kumar (SBU5)  
So.

0:42:34.450 --> 0:42:38.570  
Ashish Kumar (SBU5)  
Uh, and and parent task like parent task.

0:42:38.650 --> 0:42:42.690  
Ashish Kumar (SBU5)  
It has this. This task is already linked to the EPIC page.

0:42:43.410 --> 0:43:4.0  
Ashish Kumar (SBU5)  
So you have to, you just have to mention the start date whenever you're creating a task you can choose pass date also but not for last week. You have to choose the current week only. We are not talking about the last week, last week we will have a separate discussion but we are talking at present for the timelog we are we're talking about the current week time log from 20 to 24th.

0:43:4.840 --> 0:43:9.720  
Ashish Kumar (SBU5)  
So create task for all those activities you have done in this week.

0:43:10.420 --> 0:43:11.440  
Ashish Kumar (SBU5)  
Create individual task.

0:43:12.850 --> 0:43:16.100  
Ashish Kumar (SBU5)  
And put the start date assigned to yourself, choose your name.

0:43:18.520 --> 0:43:19.840  
Ashish Kumar (SBU5)  
And put in progress.

0:43:20.870 --> 0:43:27.240  
Ashish Kumar (SBU5)  
And if task is completed then first put in progress then change the state to.

0:43:27.780 --> 0:43:29.910  
Ashish Kumar (SBU5)  
Uh, yeah. Result.

0:43:30.590 --> 0:43:31.300  
Ashish Kumar (SBU5)  
And then create.

0:43:34.570 --> 0:43:34.860  
Ashish Kumar (SBU5)  
Yeah.

0:43:41.900 --> 0:43:42.150  
Ashish Kumar (SBU5)  
Hmm.

0:43:31.850 --> 0:43:43.0  
Prashant Bhapkar  
Yeah. Fan with this. Sorry for the interruption. So my network was gone from that you were talking about the you should not mention the the last date. So till now can you continue please?

0:43:43.410 --> 0:43:45.560  
Ashish Kumar (SBU5)  
Yeah. So I was saying that.

0:43:47.700 --> 0:43:54.430  
Ashish Kumar (SBU5)  
Say for example you are working on activity but you want to continue that task for next week also.

0:43:55.180 --> 0:43:57.250  
Ashish Kumar (SBU5)  
So in that case you don't have to put due date.

0:43:58.200 --> 0:43:58.930  
Ashish Kumar (SBU5)  
For that task.

0:44:0.20 --> 0:44:1.820  
Ashish Kumar (SBU5)  
You can only put the due date.

0:44:2.950 --> 0:44:4.830  
Ashish Kumar (SBU5)  
Or only for that task?

0:44:5.490 --> 0:44:7.180  
Ashish Kumar (SBU5)  
Which task has been?

0:44:7.690 --> 0:44:18.340  
Ashish Kumar (SBU5)  
A targeted to be completed by this date. For example, I've started one task and I and and and I expected that it it it will be completed by 24th.

0:44:19.210 --> 0:44:33.850  
Ashish Kumar (SBU5)  
And so I can mention the due date 24th and it has been completed by 24th as well. So I can change the status and I can use the due date, but if I'm not sure that it will be completed by 24th and it may completed by 28.

0:44:34.950 --> 0:44:39.940  
Ashish Kumar (SBU5)  
Then the uh then I can I can I can put the 28 date as well.

0:44:41.60 --> 0:44:49.760  
Ashish Kumar (SBU5)  
And if I'm not sure that it will be completed by 28 also then like we will not use the due date, we will only go with start date.

0:44:52.570 --> 0:44:53.460  
Ashish Kumar (SBU5)  
That is what I'm saying.

0:44:53.70 --> 0:44:55.370  
Prashant Bhapkar  
But also one more thing. So like.

0:44:56.540 --> 0:45:17.920  
Prashant Bhapkar  
So like for every single task we need to uh. So for every single task that we have performed, we need to create a task like today we have attend any meeting or today we have done small small tasks for an half an hour or I learn about the what is Docker. So for every single the task that I have done or worked on for every single thing that you I need to create a new task.

0:45:18.780 --> 0:45:19.190  
Ashish Kumar (SBU5)  
Yes.

0:45:20.310 --> 0:45:26.120  
Ashish Kumar (SBU5)  
Make Excel sheet list of activities and date. So make an excel sheet where.

0:45:27.780 --> 0:45:32.160  
Ashish Kumar (SBU5)  
You should have three columns only date, activity name and ours.

0:45:37.390 --> 0:45:37.720  
Ashish Kumar (SBU5)  
Did.

0:45:39.870 --> 0:45:40.540  
Ashish Kumar (SBU5)  
Activity.

0:45:42.440 --> 0:45:43.620  
Ashish Kumar (SBU5)  
Slash task.

0:45:44.560 --> 0:45:46.70  
Ashish Kumar (SBU5)  
Name and.

0:45:47.600 --> 0:45:48.810  
Ashish Kumar (SBU5)  
Uh, worse spent.

0:45:50.300 --> 0:45:52.640  
Ashish Kumar (SBU5)  
So if you are following this activity.

0:45:53.540 --> 0:45:57.720  
Ashish Kumar (SBU5)  
You can easily refer this actual sheet while using CAP.

0:46:1.400 --> 0:46:2.970  
Ashish Kumar (SBU5)  
So if you are using cap.

0:46:4.320 --> 0:46:11.930  
Ashish Kumar (SBU5)  
You can easily put the data here by referring your Excel sheet. So in the Excel sheet you have to manage every day. You have to manage 3 columns.

0:46:16.360 --> 0:46:33.620  
Ashish Kumar (SBU5)  
So for example on 20th I did activity this on 20th I I I I I did 4 task and I spent it 2/2 hours or or one one hour yeah in one activity and then in one activity I spent four hours. So basically this excel sheet will help you a lot.

0:46:34.340 --> 0:46:51.750  
Ashish Kumar (SBU5)  
If you like, if you initially it will help you, but once you get used to of this platform you can start managing this platform directly. But yeah, Excel sheet will always help you just to understand many times we go through small activities. So how do we capture it?

0:46:52.750 --> 0:47:19.170  
Ashish Kumar (SBU5)  
And then and just to avoid confusions. So for example, on on, on the 20th, I was involved in five task and expended a some few hours on each task. Then you can mention you can put the date 20th and you can mention the activity name and then you can mention the hours also. So these three column will help you definitely just to differentiate that on which date you worked on which task and you spent how many hours.

0:47:21.160 --> 0:47:22.30  
Ashish Kumar (SBU5)  
So I got.

0:47:20.790 --> 0:47:25.570  
Prashant Bhapkar  
And for that whole 5 tasks we need to create a 5 task for every time.

0:47:26.480 --> 0:47:26.630  
Prashant Bhapkar  
Yeah.

0:47:25.430 --> 0:47:26.780  
Ashish Kumar (SBU5)  
Yes, yes.

0:47:34.980 --> 0:47:36.900  
Prashant Bhapkar  
OK, OK. OK, got it.

0:47:27.570 --> 0:47:51.700  
Ashish Kumar (SBU5)  
Otherwise, how will? How will you fill your time lock? How will you justify that you have spent hours on on that task on that for that week? How would you explain if someone asks you that? OK Prashant, you worked. Can you explain on what set of activities you have performed during this week and how many hours you have spent on that activity? How would you explain that part?

0:47:52.880 --> 0:48:8.270  
Ashish Kumar (SBU5)  
So it's very difficult. So this excel sheet will help you definitely, but this expression bit will help you, especially when you're filling the data in CAP. So you can always refer this excel sheet. This will definitely help you. So it's a, it's a tip for.

0:48:9.330 --> 0:48:10.90  
Ashish Kumar (SBU5)  
What are you guys?

0:48:10.940 --> 0:48:26.710  
Ashish Kumar (SBU5)  
So you you have to create the task like I can I can show you that Vitthal is a new person like you and I've given him training also. So here he was involved in a couple of tasks. So I told you that initially you're not part of any user story. So what you will do is that you will create.

0:48:27.500 --> 0:48:28.780  
Ashish Kumar (SBU5)  
Independent task.

0:48:30.160 --> 0:48:34.780  
Ashish Kumar (SBU5)  
And and then put ours and put and and status also that OK.

0:48:35.710 --> 0:48:47.550  
Ashish Kumar (SBU5)  
Uh, like he joined recently, this person we tell. So on his first day, first two days he he he has gone through this onboarding activities.

0:48:48.270 --> 0:48:49.230  
Ashish Kumar (SBU5)  
So I told him that.

0:48:49.890 --> 0:49:4.360  
Ashish Kumar (SBU5)  
Where, uh, if if you create a task then you can easily mention hours in that activity and then you can easily say that OK OK, I spent it my hours, my time on on during that day of that activity. So it's always easy to explain, right.

0:49:6.980 --> 0:49:8.80  
Ashish Kumar (SBU5)  
So similarly you can do that.

0:49:9.360 --> 0:49:13.230  
Ashish Kumar (SBU5)  
Make sure y'all on the epic page and then you are creating task.

0:49:14.420 --> 0:49:15.240  
Ashish Kumar (SBU5)  
And similarly.

0:49:16.330 --> 0:49:31.570  
Ashish Kumar (SBU5)  
I'm I'm I can see my name and I can see Vitthal name. If if Nashreen and Prashant is created couple of tasks here then we all can see the other names also right? So I think for this week you can do this if you.

0:49:32.170 --> 0:49:46.460  
Ashish Kumar (SBU5)  
Uh, you can create individual task and and you have you have to create task for every activity which you did in in this week every small activity and then you can put hours that I spent 30 minutes or one hour or two hours.

0:49:48.280 --> 0:49:54.620  
Ashish Kumar (SBU5)  
And then you can choose edit similarly say for example and you and according to and and how to fill timelog.

0:49:55.690 --> 0:49:59.210  
Ashish Kumar (SBU5)  
For the current week, and remember you have to fill your time log.

0:50:0.480 --> 0:50:3.850  
Ashish Kumar (SBU5)  
Either on Friday or maximum by Monday morning.

0:50:4.660 --> 0:50:9.150  
Ashish Kumar (SBU5)  
After Monday morning, it will not allow you to fill the timelog of your last week.

0:50:11.370 --> 0:50:15.920  
Ashish Kumar (SBU5)  
So for for current week we have only time till Monday morning.

0:50:16.640 --> 0:50:27.640  
Ashish Kumar (SBU5)  
That means you can fill your time lock Friday, Saturday, Sunday or Monday morning after Monday morning, where you will not be allowed to fill timelog. And that's a challenge for you guys that.

0:50:27.720 --> 0:50:32.570  
Ashish Kumar (SBU5)  
The I have to raise a request and then I I have to fill time log.

0:50:33.810 --> 0:50:35.300  
Ashish Kumar (SBU5)  
I have to get access.

0:50:34.50 --> 0:50:35.840  
Prashant Bhapkar  
Yeah, yeah. From 13 to 17.

0:50:36.180 --> 0:50:41.780  
Ashish Kumar (SBU5)  
Yeah, 13 to 17. Why? Because the system is not allowing you to fill the tunnel. Otherwise I would have asked you to fill the time log.

0:50:42.490 --> 0:51:7.430  
Ashish Kumar (SBU5)  
But it's our company's policy that we have to fill the time log by Friday or maximum if there is like you are busy or or like there is a medical emergency or you're not like due to some some valid reasons you are not unable to feel that I'm locked till Friday then you can do it on weekend or maximum by Monday morning after Monday morning system will not allow you to fill the timelog if timelog is not filled then be ready for salary deductions.

0:51:9.900 --> 0:51:22.240  
Ashish Kumar (SBU5)  
So but but in case if you are a new joinee and you don't know how to fill the timelog, then in date. In that case you can always raise a request and then you can mention your valid reason. So for you in case in your case.

0:51:23.150 --> 0:51:38.710  
Ashish Kumar (SBU5)  
I will be creating a I will be raising a ticket and and and and I will be mentioning the reason that you are you join us and you don't know how to fill the time log so like so initially it will be like accepted but it will not be accepted again in again.

0:51:40.90 --> 0:51:53.400  
Ashish Kumar (SBU5)  
So initially it will be understood and it will be accepted that yeah, everyone is new so like it will take some time to understand our workflow. So once you get the training, you should start following the rules.

0:51:56.230 --> 0:52:0.600  
Ashish Kumar (SBU5)  
So like this is basic overview training. We have to be on the Optic epic page.

0:52:1.610 --> 0:52:7.650  
Ashish Kumar (SBU5)  
And and you will be informed that uh, and and, for example, one more thing, one more scenario if you're not.

0:52:8.540 --> 0:52:12.980  
Ashish Kumar (SBU5)  
Assigned any epic in Akriti or in Raghu's case.

0:52:27.900 --> 0:52:32.190  
Ashish Kumar (SBU5)  
Yeah, OK. She has left the meeting. Fine. Raghu, in your case.

0:52:32.270 --> 0:52:32.620  
Ashish Kumar (SBU5)  
The.

0:52:34.370 --> 0:52:38.990  
Ashish Kumar (SBU5)  
Yeah, you have been. You have not been assigned to any epic. So what you can do is that.

0:52:44.140 --> 0:52:44.640  
Prashant Bhapkar  
If you do that.

0:52:39.730 --> 0:52:47.650  
Ashish Kumar (SBU5)  
And same with akriti. Also Prashant you have been assigned you're part of 0 OPS, so you have to create all the tasks under this epic page by.

0:52:50.540 --> 0:52:51.670  
Prashant Bhapkar  
OK, one more thing.

0:52:49.330 --> 0:52:51.870  
Ashish Kumar (SBU5)  
Adding subtask here, you can create individual task.

0:52:53.30 --> 0:52:54.80  
Prashant Bhapkar  
One more thing Ashish.

0:52:52.700 --> 0:52:55.130  
Ashish Kumar (SBU5)  
And then then you can. Uh, yeah, yeah.

0:52:54.940 --> 0:53:7.450  
Prashant Bhapkar  
So recently we have discussed with the AMRUT that in my internship project so we have decided we have a 2 objective for that internship. So for every single objective can I create a user story?

0:53:8.910 --> 0:53:13.140  
Ashish Kumar (SBU5)  
Yes, you can create a user story and then under user story you can create a couple of tasks.

0:53:14.180 --> 0:53:15.890  
Prashant Bhapkar  
Yeah, yeah, that's why I'm.

0:53:15.30 --> 0:53:17.320  
Ashish Kumar (SBU5)  
So it's a good practice for you? No problem with that.

0:53:17.420 --> 0:53:18.740  
Prashant Bhapkar  
Yeah. OK.

0:53:18.590 --> 0:53:22.110  
Ashish Kumar (SBU5)  
Like other team members are doing in the same way, you can also do that.

0:53:25.670 --> 0:53:26.490  
Prashant Bhapkar  
Yeah, I got it.

0:53:24.880 --> 0:53:26.670  
Ashish Kumar (SBU5)  
The more you do, the more you understand.

0:53:29.120 --> 0:53:30.210  
Prashant Bhapkar  
OK, OK. Yeah.

0:53:31.20 --> 0:53:36.430  
Ashish Kumar (SBU5)  
It applies on everyone's the more we do more we understand. So say so.

0:53:36.520 --> 0:53:45.600  
Ashish Kumar (SBU5)  
Uh, in your case, Prashant, your you have been part of this epic, but Akriti and Raghu Nashreen is also part of Xerox.

0:53:46.320 --> 0:53:52.830  
Ashish Kumar (SBU5)  
But Raghu and akriti? Yeah. You have not been assigned yet any epic. So what you will do is add you will go to new item.

0:53:55.380 --> 0:53:59.620  
Ashish Kumar (SBU5)  
Directly on new time new item you will not be going.

0:54:0.700 --> 0:54:4.330  
Ashish Kumar (SBU5)  
On any epic page, since you are not part of any epic as of now.

0:54:5.190 --> 0:54:8.880  
Ashish Kumar (SBU5)  
Our confirmation is pending. Our decision is pending, will let you know.

0:54:9.620 --> 0:54:10.770  
Ashish Kumar (SBU5)  
And next week? Probably.

0:54:11.540 --> 0:54:14.460  
Ashish Kumar (SBU5)  
So you have to you have to go directly on new item.

0:54:15.500 --> 0:54:16.30  
Ashish Kumar (SBU5)  
And then.

0:54:17.180 --> 0:54:22.820  
Ashish Kumar (SBU5)  
Create task and put a subject line and put a two line description assign yourself.

0:54:24.570 --> 0:54:25.480  
Ashish Kumar (SBU5)  
Put in progress.

0:54:26.640 --> 0:54:27.250  
Ashish Kumar (SBU5)  
Start date.

0:54:28.110 --> 0:54:28.640  
Ashish Kumar (SBU5)  
On which?

0:54:29.340 --> 0:54:30.920  
Ashish Kumar (SBU5)  
Did you have started that task?

0:54:32.260 --> 0:54:32.820  
Ashish Kumar (SBU5)  
And create.

0:54:36.790 --> 0:54:38.530  
Ashish Kumar (SBU5)  
Any questions? Raghu akriti.

0:54:44.530 --> 0:54:44.820  
Ashish Kumar (SBU5)  
Hello.

0:54:44.980 --> 0:54:45.530  
Aakrati Agrawal  
Hello.

0:54:46.20 --> 0:54:46.290  
Ashish Kumar (SBU5)  
Yeah.

0:54:47.190 --> 0:54:53.670  
Aakrati Agrawal  
L actually there is no option of task in this drop down list.

0:54:54.420 --> 0:54:56.390  
Ashish Kumar (SBU5)  
Yeah. Wait, wait.

0:54:55.190 --> 0:54:56.500  
Aakrati Agrawal  
For me it is not showing.

0:54:57.430 --> 0:54:58.770  
Ashish Kumar (SBU5)  
Wait a second, wait a second.

0:54:59.780 --> 0:55:1.130  
Ashish Kumar (SBU5)  
Let me add add.

0:55:7.200 --> 0:55:8.750  
Ashish Kumar (SBU5)  
Give me a minute, I'm adding you.

0:55:10.90 --> 0:55:10.440  
Aakrati Agrawal  
OK.

0:55:11.920 --> 0:55:15.550  
Ashish Kumar (SBU5)  
I think I have not been. Uh, I have not added you in the project so far.

0:55:58.490 --> 0:55:59.270  
Ashish Kumar (SBU5)  
Give me a minute.

0:56:0.360 --> 0:56:1.690  
Ashish Kumar (SBU5)  
I'm adding you into the project.

0:56:2.350 --> 0:56:3.110  
Ashish Kumar (SBU5)  
UN raghu.

0:56:13.450 --> 0:56:17.10  
Ashish Kumar (SBU5)  
Prashant, I'm not sure. I think, uh, you are also not added into the project, right?

0:56:18.230 --> 0:56:18.840  
Prashant Bhapkar  
Noted.

0:56:19.770 --> 0:56:20.530  
Ashish Kumar (SBU5)  
OK, OK.

0:56:21.260 --> 0:56:23.70  
Ashish Kumar (SBU5)  
Let me add you all four of you.

0:56:26.270 --> 0:56:27.80  
Ashish Kumar (SBU5)  
I'm just doing that.

0:57:0.660 --> 0:57:1.910  
Ashish Kumar (SBU5)  
I cannot see your name.

0:57:3.70 --> 0:57:3.680  
Ashish Kumar (SBU5)  
In the list.

0:57:8.820 --> 0:57:9.660  
Ashish Kumar (SBU5)  
Prashant.

0:58:35.480 --> 0:58:39.190  
Ashish Kumar (SBU5)  
So Raghu and Akriti, you have been added into the project. Can you open cap?

0:58:40.170 --> 0:58:42.90  
Ashish Kumar (SBU5)  
And choose virtualization POC project.

0:58:43.180 --> 0:58:47.790  
Ashish Kumar (SBU5)  
Let me know if you can access that project percent. I'm facing some issue I cannot.

0:58:49.240 --> 0:58:50.160  
Ashish Kumar (SBU5)  
See your name.

0:59:17.730 --> 0:59:19.20  
Ashish Kumar (SBU5)  
Can you check Raghu on akriti?

0:59:21.730 --> 0:59:22.570  
Aakrati Agrawal  
Uh, yes.

0:59:25.720 --> 0:59:27.300  
Raghu Maddala  
Ashish, I will keep you admin.

0:59:26.30 --> 0:59:27.360  
Aakrati Agrawal  
I can access it.

0:59:30.520 --> 0:59:31.420  
Raghu Maddala  
No shish.

0:59:31.790 --> 0:59:32.170  
Ashish Kumar (SBU5)  
Yeah.

0:59:33.50 --> 0:59:34.770  
Raghu Maddala  
I will check later and update to you.

0:59:35.580 --> 0:59:36.230  
Ashish Kumar (SBU5)  
OK, OK.

0:59:43.0 --> 0:59:44.630  
Ashish Kumar (SBU5)  
I can see your name now, Prashant.

0:59:45.660 --> 0:59:46.290  
Ashish Kumar (SBU5)  
So.

0:59:46.0 --> 0:59:47.50  
Prashant Bhapkar  
Oh, OK.

0:59:47.570 --> 0:59:48.980  
Ashish Kumar (SBU5)  
I have added you as well.

0:59:50.60 --> 0:59:52.720  
Ashish Kumar (SBU5)  
All three of you have been given access to the project.

0:59:55.160 --> 0:59:56.260  
Ashish Kumar (SBU5)  
Can you try Prashant?

0:59:57.790 --> 0:59:59.660  
Ashish Kumar (SBU5)  
I could think meanwhile. Can you share your screen?

1:0:2.290 --> 1:0:3.50  
Aakrati Agrawal  
Uh, yes.

1:0:16.530 --> 1:0:16.990  
Aakrati Agrawal  
Yes.

1:0:13.340 --> 1:0:22.890  
Ashish Kumar (SBU5)  
Yeah, perfect. On right hand side, you can see right hand side left hand side you can see the name of the project. Initially you can see. Yeah. Yeah, because there is a one project but in future who knows.

1:0:23.260 --> 1:0:26.560  
Ashish Kumar (SBU5)  
Uh, you are part of two project or three project, right?

1:0:27.370 --> 1:0:27.700  
Aakrati Agrawal  
Yeah.

1:0:27.870 --> 1:0:35.490  
Ashish Kumar (SBU5)  
So it may create a confusion. That's why I'm I'm I'm I'm insisting that make sure you are on on the right project.

1:0:36.490 --> 1:0:38.80  
Ashish Kumar (SBU5)  
So this is project and.

1:0:38.150 --> 1:0:45.340  
Ashish Kumar (SBU5)  
A a new item create task. Put a subject whatever activity you have performed you can create.

1:0:46.790 --> 1:0:53.830  
Ashish Kumar (SBU5)  
And put a two line description subject very short and simple and assigned to yourself. Choose the start date.

1:0:55.630 --> 1:0:56.310  
Ashish Kumar (SBU5)  
And go down.

1:1:0.710 --> 1:1:1.380  
Aakrati Agrawal  
OK.

1:1:1.330 --> 1:1:7.310  
Ashish Kumar (SBU5)  
Can you create a task like can you choose activity which you have done in this week?

1:1:8.570 --> 1:1:9.600  
Ashish Kumar (SBU5)  
It will be a practice for you.

1:1:11.60 --> 1:1:11.890  
Aakrati Agrawal  
No. OK.

1:1:13.940 --> 1:1:14.660  
Aakrati Agrawal  
So.

1:1:15.920 --> 1:1:16.590  
Ashish Kumar (SBU5)  
Any activity?

1:1:15.890 --> 1:1:21.70  
Aakrati Agrawal  
I I was actually doing the yeah Simulink training. Basically MBD goes.

1:1:20.150 --> 1:1:22.530  
Ashish Kumar (SBU5)  
OK, OK. OK, mention it.

1:1:23.500 --> 1:1:24.30  
Ashish Kumar (SBU5)  
No problem.

1:1:26.90 --> 1:1:27.630  
Ashish Kumar (SBU5)  
That's a good thing. You're part of it training.

1:1:28.770 --> 1:1:29.960  
Ashish Kumar (SBU5)  
It's a. It's a kind of task.

1:1:33.780 --> 1:1:36.130  
Ashish Kumar (SBU5)  
Mention a one or two line description.

1:1:36.960 --> 1:1:37.950  
Ashish Kumar (SBU5)  
That what you did?

1:1:39.940 --> 1:1:40.140  
Aakrati Agrawal  
Yeah.

1:1:43.660 --> 1:1:46.300  
Ashish Kumar (SBU5)  
Yeah, you can easily write one-on-one or two line.

1:2:59.160 --> 1:2:59.820  
Aakrati Agrawal  
Ah.

1:2:55.650 --> 1:3:1.550  
Ashish Kumar (SBU5)  
You can write a very simple statement no problem. You can later on you can edit and you can add description also.

1:3:2.990 --> 1:3:3.490  
Aakrati Agrawal  
OK.

1:3:4.210 --> 1:3:10.910  
Ashish Kumar (SBU5)  
You can always, yeah, that is, that is OK. I've gone through the basics of Simulink tool and it's functionalities.

1:3:11.800 --> 1:3:13.890  
Ashish Kumar (SBU5)  
Yeah, start date. What was the date?

1:3:15.260 --> 1:3:15.670  
Ashish Kumar (SBU5)  
20.

1:3:15.750 --> 1:3:19.260  
Aakrati Agrawal  
Ohh 2020 22nd on Monday.

1:3:20.970 --> 1:3:21.330  
Aakrati Agrawal  
20.

1:3:20.770 --> 1:3:21.700  
Ashish Kumar (SBU5)  
No, Monday is 20.

1:3:22.960 --> 1:3:23.540  
Aakrati Agrawal  
Oh yes.

1:3:33.660 --> 1:3:35.150  
Aakrati Agrawal  
Yeah, I started on 21st.

1:3:37.670 --> 1:3:39.310  
Aakrati Agrawal  
I completed on July 2nd.

1:3:40.740 --> 1:3:41.80  
Ashish Kumar (SBU5)  
OK.

1:3:43.570 --> 1:3:43.980  
Ashish Kumar (SBU5)  
Go down.

1:3:46.300 --> 1:3:47.260  
Ashish Kumar (SBU5)  
And choose in progress.

1:3:49.520 --> 1:3:53.230  
Ashish Kumar (SBU5)  
And then you can, uh, once the task has been created, you can change the status.

1:3:55.60 --> 1:3:55.520  
Aakrati Agrawal  
OK.

1:3:56.20 --> 1:3:59.0  
Ashish Kumar (SBU5)  
Initially you you put as new or in progress.

1:3:59.710 --> 1:4:3.50  
Ashish Kumar (SBU5)  
But later on you can change other options. You don't have to touch.

1:4:5.700 --> 1:4:6.370  
Ashish Kumar (SBU5)  
Go create it.

1:4:5.130 --> 1:4:7.500  
Aakrati Agrawal  
OK. Shall I create OK?

1:4:7.170 --> 1:4:7.520  
Ashish Kumar (SBU5)  
Yeah.

1:4:7.850 --> 1:4:8.70  
Aakrati Agrawal  
Yeah.

1:4:16.260 --> 1:4:16.600  
Ashish Kumar (SBU5)  
See.

1:4:19.440 --> 1:4:20.210  
Aakrati Agrawal  
Yes.

1:4:17.290 --> 1:4:22.170  
Ashish Kumar (SBU5)  
Your task has been created right. You have mentioned one line description. You can add more lines.

1:4:22.960 --> 1:4:27.70  
Ashish Kumar (SBU5)  
And at this, yeah, you can always see your task.

1:4:27.940 --> 1:4:29.220  
Ashish Kumar (SBU5)  
Whenever you log in into cap.

1:4:31.660 --> 1:4:32.290  
Ashish Kumar (SBU5)  
Wait, wait, wait.

1:4:33.260 --> 1:4:34.370  
Ashish Kumar (SBU5)  
Uh what?

1:4:35.960 --> 1:4:36.780  
Ashish Kumar (SBU5)  
Can you see log time?

1:4:37.480 --> 1:4:39.250  
Ashish Kumar (SBU5)  
Right hand side, right side.

1:4:41.470 --> 1:4:42.110  
Aakrati Agrawal  
Ohh this one.

1:4:41.170 --> 1:4:43.450  
Ashish Kumar (SBU5)  
Edit log time. Yeah, click on this.

1:4:42.800 --> 1:4:43.470  
Aakrati Agrawal  
Yes, yes.

1:4:45.590 --> 1:4:46.250  
Ashish Kumar (SBU5)  
Choose the date.

1:4:46.970 --> 1:4:47.770  
Ashish Kumar (SBU5)  
On which date?

1:4:49.10 --> 1:4:50.110  
Ashish Kumar (SBU5)  
You have worked on this task.

1:4:54.980 --> 1:4:55.430  
Aakrati Agrawal  
Yeah.

1:4:50.980 --> 1:4:57.560  
Ashish Kumar (SBU5)  
So for example, you worked on this tasks for two days on 21st and 22nd, then you have to you have to.

1:4:58.180 --> 1:4:59.710  
Ashish Kumar (SBU5)  
Uh. Uh.

1:5:0.870 --> 1:5:1.550  
Ashish Kumar (SBU5)  
Choose the date.

1:5:3.130 --> 1:5:6.110  
Ashish Kumar (SBU5)  
One by one, you cannot choose two dates at the same time.

1:5:7.500 --> 1:5:8.290  
Ashish Kumar (SBU5)  
It will take some time.

1:5:9.680 --> 1:5:10.250  
Aakrati Agrawal  
OK.

1:5:10.290 --> 1:5:13.140  
Ashish Kumar (SBU5)  
Because it's a Friday, it's a big weekend, so.

1:5:13.850 --> 1:5:27.910  
Ashish Kumar (SBU5)  
Like everyone is using CAP, say for example you have chosen 21st you have spent it some time on 21st and 22nd also. So first you will choose 21st and and put hours how much time you have spent on 21st for this task.

1:5:37.730 --> 1:5:44.0  
Aakrati Agrawal  
So I'm not a I mean completely not 8 or 9 hours. I was doing the other training courses also.

1:5:45.70 --> 1:5:48.860  
Ashish Kumar (SBU5)  
OK. So any any rough idea how much time you have spent?

1:5:51.890 --> 1:5:53.280  
Aakrati Agrawal  
Ohh me 4.5.

1:5:54.420 --> 1:5:54.980  
Aakrati Agrawal  
5.

1:6:5.590 --> 1:6:8.480  
Ashish Kumar (SBU5)  
Who is uh. Started the recording of this meeting.

1:6:11.850 --> 1:6:12.760  
Raghu Maddala  
I have started.

1:6:14.940 --> 1:6:16.500  
Ashish Kumar (SBU5)  
But I will. You should have asked me now.

1:6:21.190 --> 1:6:22.690  
Raghu Maddala  
Our stories.

1:6:22.460 --> 1:6:25.110  
Ashish Kumar (SBU5)  
You should, you should ask from the organizer.

1:6:26.550 --> 1:6:34.890  
Ashish Kumar (SBU5)  
Whenever you're in a call and and and the organizer of the call or meeting, you should ask that person, right? Don't you think so?

1:6:36.240 --> 1:6:38.540  
Raghu Maddala  
Kisses. I think it is the.

1:6:39.420 --> 1:6:39.660  
Ashish Kumar (SBU5)  
Like.

1:6:39.860 --> 1:6:40.420  
Raghu Maddala  
I think.

1:6:41.40 --> 1:6:46.760  
Ashish Kumar (SBU5)  
And resents the training, but still, like it's a normal courtesy, which we should ask the organizer.

1:6:48.550 --> 1:6:49.430  
Raghu Maddala  
But they actually.

1:6:50.930 --> 1:6:51.520  
Ashish Kumar (SBU5)  
Yeah, like.

1:6:53.50 --> 1:6:58.770  
Ashish Kumar (SBU5)  
There is no harm I and and mentioning that Ashish can I do the recording?

1:7:1.810 --> 1:7:2.40  
Raghu Maddala  
OK.

1:6:59.730 --> 1:7:2.50  
Ashish Kumar (SBU5)  
Of the training session, like it's a small thing.

1:7:2.940 --> 1:7:3.710  
Raghu Maddala  
Here's your father.

1:7:2.740 --> 1:7:3.800  
Ashish Kumar (SBU5)  
At least we can do that, right?

1:7:4.660 --> 1:7:6.510  
Raghu Maddala  
Yes, sorry for the.

1:7:8.20 --> 1:7:8.540  
Raghu Maddala  
Done.

1:7:9.540 --> 1:7:11.970  
Ashish Kumar (SBU5)  
Doing something without informing.

1:7:12.720 --> 1:7:15.200  
Ashish Kumar (SBU5)  
Is itself like very awkward.