PM Kickoff

Sample Sprint Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Sprint 1	**Sprint Planning** Plan and organize the tasks to be completed during the sprint.	MVP MVP focuses on delivering core features of the AI Career Path Navigator	First Meeting Minutes Cover key points, make decisions, and assign tasks for next steps.	Vision, Goal & Objectives Defining our Vision, Goals, Scope & Objectives to set a clear direction.	Project Kickoff & SVD Document the project's vision, mission, and stakeholder expectations.
	Sprint Milestones Develop a detailed timeline of tasks and activities to be completed during the sprint	Talent & Skill spreadsheet Create a skills matrix to map team members' strengths to project tasks.	User story template Design a standardized template to capture user stories in a clear	Presentation slides Prepare slides for the presentation of project.	**Meeting Minutes (Retrospective)** Cover all the important points of the previous and plan the upcoming work.

		and consistent format		
Sprint 2	**SRS** Draft and finalize the Software Requirements Specification document.	Meeting & Frontend planning Kick-off meeting to finalize the frontend theme, discuss the tech stack, and plan initial project architecture.	Github & Environment setup Create and set up the GitHub repository to manage and version control the project code.	Database design & Authentication Design the database schema, & the module of auth.	Student profile & Career Recommendation module Create the profile setup for student with career recommendation fr ontend.
	Student review & Profile CRUD Build backend routes for fetching and updating student profiles. Ensure data consistency	Documentation Prepare a detailed documentation file covering backend & frontend implementation.	Testing Phase - Execution Create a detailed document outlining the complete testing phase. The entire team will be involved in testing of	MVP presentation Present the Minimum Viable Product (MVP) of the Career Path Navigator project	**Meeting** Organize a physical meeting for all team members to present their completed work, discuss progress, test

and secure access.		integrated features.	to the professor.	integrated modules.

Project Management Institute.