**Sprint**

A **sprint** is a fixed period (typically 5 days in this project) during which the team works to complete specific tasks.

**Epic**

An **epic** is a major feature or functionality that is too large to complete in one sprint. In the cafeteria project, examples include *Menu Management*, *Service Catalog Setup*, and *Reporting*. These are broken down into smaller, manageable user stories.

**Story**

A **story** is a smaller task within an epic. It represents a user-focused function, such as *submitting a new menu*, *publishing it*, or *viewing reports*.

**Story Point**

A **story point** is a unit of measure that estimates the effort required to complete a story. The effort levels are typically based on the Fibonacci series (1, 2, 3, 5, 8…) and correspond to task complexity:

* **1** – Very Easy
* **2** – Easy
* **3** – Moderate
* **5** – Difficult

**Sprint 1 (5 Days)**

**Menu Creation & Catalog Setup**

* Create Cafeteria Table – 3
* Create Service Catalog Form – 3
* Menu Submission via Form – 2
* Test Catalog Form Submission – 2

**Total Story Points**: **10**

**Sprint 2 (5 Days)**

**Menu Display & UI Action Automation**

* Create Menu Report – 3
* Add Report to Dashboard – 2
* Test Menu Report View – 1
* Create 'Mark as Published' UI Action – 2
* Test UI Action – 2

**Total Story Points**: **10**

**Velocity Calculation**

**Velocity** = Total Story Points Completed / Number of Sprints  
= (10 + 10) / 2 = **10 Story Points per Sprint**

Our team’s velocity is **10 Story Points per Sprint** for the **ServiceNow Cafeteria Menu Display** project.