Team Name:Mega Commuter App Squad
Date: 12 Dec 2023

Team Values: 1. Commitment to Quality 2. Openness and Transparency 3. Respect for Each Individual's Contribution 4. Continuous Improvement	Team Ceremonies: **Sprint Planning:** Held at the start of each sprint to discuss the backlog and plan the work for the coming sprint. **Daily Scrum:** A 15-minute stand-up to synchronize activities and create a plan for the next 24 hours. **Sprint Demo/Review:** At the end of each sprint to review the work done and demonstrate new features. **Sprint Retrospective:** After each sprint to reflect on the past sprint and identify improvements for the next sprint.	Team Communication Norms: How will we communicate? **Communicate through daily stand-ups, Slack for instant messaging, and email for formal communications.** What tools will we use? **Use JIRA for tracking work items and Confluence for documentation.** What communications norms drive interaction? **Strive for clear and concise communication; listen actively.** When do we ask for assistance? **Seek help when blocked, utilizing a "three strikes" method before escalation.** How will problems be solved? **Resolve conflicts through discussion and consensus; escalate when necessary.** How will decisions be made? **Make decisions through team consensus or Scrum Master facilitation when immediate action is needed.**	What is the Team Definition of Done? 1. Code is written, tested, and reviewed. 2. Documentation is updated. 3. Product Owner has accepted the user story. 4. All regression tests pass. Deployed to staging environment for final verification.
People and Support Norms: How will the team treat each other? **Treat each other with kindness and professionalism.** How will the team treat other stakeholders? **Maintain open lines of communication with all stakeholders.** How will the team support each other? **Offer support through pair programming, code reviews, and collaborative problem-solving.**	Team Approach to Work Norms: What are expectations for our own work? **Deliver work that you are proud to put your name on.** What are expectations for each other's work? **Collaboratively set realistic goals and hold each other accountable.** What are the expectations for meeting time commitments? **Commit to agreed-upon timelines and communicate proactively if risks arise.** How does the team avoid over-committing? **Ensure workload is sustainable to maintain work-life balance and avoid burnout.**		Shared Documents and Artifacts: What are the key documents we will create and share as a team? 1. Sprint Backlog 2. Product Backlog 3. Definition of Done checklist 4. Sprint Burndown Charts Feature Specifications and Design Documents

User Story Title: Commuter Feedback				
# 1	User Story Part I		User Story Part II Acceptance Criteria	
Role	As a commuter		1. Easy to access feedback page	
Need	I need to provide feedback in the app		2. Have a user-friendly interface	
Value	So that the company know commuter opiniion		3. Provide selection menu for feedback	

User Story Title: Commuter Real-Time Route Updates				
# 2	User Story Part I		User Story Part II Acceptance Criteria	
Role	As a commuter		1. Input fields for start and return destinatio	4. Display of estimated arrival time
Need	I need to receive the best travel route		2. Route calculation within 15 seconds	
Value	To plan my travel efficiently		3. Dynamic updating for conditions	

User Story Title: Commuter App Update				
# 3	User Story Part I		User Story Part II Acceptance Criteria	
Role	As a commuter		1. Able to download the app in both systems	4. Store and easily acess prior trip information
Need	I need to get my App update easily		2. Automatic App updates and notifications	
Value	So I can get updated information in time		3. Provide feedback on Ap performance	

User Story Title: DOT Compatibility and Scalability				
# 4	User Story Part I		User Story Part II Acceptance Criteria	
Role	As Department of Transportation (DOT)		1. Sync with DOT website	
Need	I need app to reflect current conditions and is scalable for user grow		2. Handle 250,000 users by year-end	
Value	To provide reliable service to an increasing user base		3. Scale to 1 million users within two years	

User Story Title: IT Infrastructure Integration				
#	User Story Part I		User Story Part II Acceptance Criteria	
Role	As a IT		1. Zero downtime during integration	
Need	I need a reliable app connectivity with the current infrastructure		2. Compatibility with existing systems	
Value	To ensure uninterrupted service		3. Monitoring tools for connectivity	

Product Backlog Agile Risk Register

#	User Story	Cause	Event	Impact	Risk Owner	Probability Risk Rating	Impact Risk Rating	Risk Score	Trigger	Response
1	Commuter	Inaccurate or delayed data feed from traffic and public transport sources.	Commuters receive outdated or incorrect route information.	Users lose trust in the app, leading to reduced usage and negative reviews.	Manfred Watson	4	4	16	Complaints about route accuracy or delays.	Establish alternative data sources, implement robust data verification processes, and provide easy reporting features for users.
2	Commuter	Incompatibility with various smartphone operating systems.	Users are unable to update the app or experience bugs after updating.	Frustration leads to decreased user satisfaction and potential uninstallation.	Kwan Lee	3	4	12	Increased reports of update failures or bugs.	Ensure rigorous pre-release testing on multiple devices and OS versions, and establish a quick response team for update issues.
3	DOT	Limited server capacity and scalability issues.	The system becomes overloaded and crashes as user numbers grow.	Service interruptions harm the app's reputation and user trust.	Priya Asan	3	5	15	Server load reaches critical threshold.	Implement scalable cloud infrastructure and conduct regular stress testing.
4	IT	Inadequate testing with existing IT infrastructure.	The app fails to integrate smoothly, causing service disruptions.	Business operations are affected, leading to a loss of productivity and increased support costs.	Anant Kumar	2	4	8	Connectivity issues detected during integration testing.	Develop a detailed integration plan, invest in middleware if necessary, and enhance collaboration between the app development and IT teams.
5	Commuter	Inadequate mechanisms to collect, analyze, and act on user feedback.	User feedback is not effectively gathered or utilized, leading to missed opportunities for app improvement.	The app fails to evolve based on user needs, leading to decreased satisfaction and competitive disadvantage.	Manfred Watson	3	4	12	Low rate of feedback collection, negative trends in user satisfaction metrics.	Develop a structured feedback system that is integrated into the app, establish a routine for analyzing feedback, and set up a cross-functional team to implement changes based on user input.
Current as of:						Total Risk Score		63		

Probability Risk Rating		Impact Risk Rating
5: High		5: High
4: High to Moderate		4: High to Moderate
3: Moderate		3: Moderate
2: Moderate to Low		2: Moderate to Low
1: Low		1: Low

Product Backlog for Project												
User Story Identifier	Priority	Category	Team	Role	Need	Value	Acceptance 1	Acceptance 2	Acceptance 3	Acceptance 4	Story Points	Comments
US-001	High	Route Planning	Dev Team	Commuter	Receive best travel route within 15 seconds	Timely and efficient travel	Route provided in under 15 seconds	Dynamic updates for conditions	Estimated arrival time displayed	Save frequently used destinations	5	Critical for user satisfaction
US-002	High	Real-Time Updates	Dev Team	Commuter	Receive updates when conditions change	Stay informed of travel conditions	Real-time notifications	Adjustable alert settings	Historical data on delays		10	Essential for dynamic route adjustment
US-003	Low	DOT Integration	Dev Team	DOT	Consistent reflection of DOT conditions	Reliability and trust	Sync with DOT systems	Compatibility with DOT website	Scalability for user growth		8	Aligns with public transport systems
US-004	Medium	Infrastructure Connectivity	IT Team	IT	Reliable App connectivity with infrastructure	Seamless service experience	Zero downtime	Compatibility checks	Monitoring tools		13	Foundation for App reliability

Sprint Backlog for Project:				
Story ID	Resource	Story/Task	Time Required	Time Remaining
US-001 Commuter Needs		User Story		
	Hiroshi Tanaka	Task 1: Implement route optimization algorithm	20	20
	Priya Asan	Task 2: Integrate real-time traffic data API	24	24
	Priya Asan	Task 3: Develop user feedback functionality	16	16
	Beverly Sullivan	Task 4: Conduct security checks for route planning	12	12
US-002 Commuter Needs		User Story		
	Hiroshi Tanaka	Task 1: Program capability to display estimated arrival time	16	16
	Priya Asan	Task 2: Develop dynamic updating system for conditions	20	20
	Manfred Watson	Task 3: Design UI for real-time update notifications	16	16
	Beverly Sullivan	Task 4: Test app updates across different OS versions	20	20
US-003 Employee Needs		User Story		
	Hiroshi Tanaka	Task 1: Ensure app compatibility with DOT website	16	16
	Priya Asan	Task 2: Develop app scalability for increased user base	32	32
	Manfred Watson	Task 3: Set up monitoring tools for DOT integration	24	24
US-004 Employee Needs		User Story		
	Beverly Sullivan	Task 1: Develop IT infrastructure integration plan	40	40
	Anant Kumar	Task 2: Oversee middleware implementation for IT infrastructure	24	24
	Hiroshi Tanaka	Task 3: Set up monitoring tools for app connectivity	20	20

	Planned	Actual
Day 1	300	300
Day 2	280	284
Day 3	260	268
Day 4	240	254
Day 5	220	240
Day 6	200	230
Day 7	180	212
Day 8	160	188
Day 9	140	164
Day 10	120	140
Day 11	100	116
Day 12	80	92
Day 13	60	68
Day 14	40	44
Day 15	20	20
Finish	0	0