

Scrum Practice

Team Members: Noor Ramzan, Shaza Ghanem, and Pritika Bugga

A. Application Description

- a. Our mock application which is a Task Tracker will help manage your deadlines, tasks, and your progress. It will include specific features that will help with creating tasks, assigning them to your teammates, setting up some deadlines, and tracking your progress as well.

B. Stakeholders

- a. Organizations: teams that need to manage multiple projects or tasks will benefit from this task tracker, this way they can keep track of and also review their progress.
- b. Managers: They can use this application to track and see how well team members are working and their progress as well.
- c. Team Members: People using the application can manage tasks, update, and also work with other team members.

C. Roles

Product Owners: Noor, Pritika

- a. Strengths: Strong communication skills, strong decision-making, experience in prioritizing tasks
- b. Weaknesses: Being too focused on the big picture and overlooking smaller details.
- c. Justification: Noor and Pritika were selected for their ability to understand customer needs and keep the team focused and aligned with the project.

Scrum Master: Shaza

- d. Strengths: Good at making sure meetings go smoothly without any issues, making sure every team member is heard regarding opinions or suggestions, strong organizational skills, good with handling any issues.
- e. Weaknesses: Focusing too much on process than outcome.
- f. Justification: Shaza was picked because experience in managing teams, fixing conflicts, and making sure all rules are followed.

D. Team Meeting Schedule: Our team will meet on Wednesdays and Thursdays from 2:00 pm to 3:00 pm via Zoom. These regular sessions will be used to discuss progress, plan upcoming tasks, address any issues, and ensure everyone is aligned with our sprint goals. Additional meetings can be scheduled as needed, especially before major deadlines or if any blockers arise.

E. Team rules:

- a. Commitment: Each team member commits to completing their tasks within the sprint.
- b. Respect: Team members should respect each other's ideas, opinions, and contributions.
- c. Openness: Team members should be open about their progress, challenges, and any help they need.

- d. Focus: Members should focus on the team's goals and avoid distractions.
 - e. Help: Seek help from the product owner or the higher management if necessary.
- Falling Behind Schedule:** If the team falls behind schedule, we will address the issue in the very next meeting with the following protocol:
- f. Conducting a root-cause analysis to understand the reasons for the delay
 - g. Reassess priorities and adjust the Sprint Backlog to focus on the most critical tasks
 - h. Seek help from the Scrum Master, who will facilitate solutions like redistributing tasks or assigning team member(s) to expedite the work

Handling an Uncooperative Member: If a team member is uncooperative and/or not meeting team expectations, we will:

- i. Have a private, one-on-one discussion between the Scrum Master and team member to provide context to the challenges or concerns they are facing
- j. Offer support and resources to help them get back on track and provide the additional guidance that is needed
- k. Restate expectations to make them more clear moving forward and agree on any changes or improvements needed
- l. Escalate the issue to the team if the problem persists and consider reassigning tasks to maintain project progress

User Stories Link:

<https://docs.google.com/spreadsheets/d/1lb9sEZGWBcVMpDqR8153vDUHspSnioxlkAEu-poLboE/edit?usp=sharing>

Product Backlog Link:

https://docs.google.com/spreadsheets/d/1aBXDG8T_EmVEa93XSvYyUDZClcWiALsGe46IHglbbGs/edit?usp=sharing