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1. Accommodate/Communicate changes in the features

- Adjusting the sprint backlog or scope to include new or changed features, if necessary.
- Ensuring that the team is ready to handle these changes without compromising the sprint goals.
- Keeping all stakeholders informed about changes in features or requirements.
- Updating the team regularly about these changes to maintain clarity and alignment, often through sprint meetings or documentation updates.

2. Name the coloured dots which are meetings or ceremonies in the sprint

- **Green Dot:** This is typically the **Sprint Planning Meeting** where the team plans the work to be done in the upcoming sprint.
- **Gray Dots:** These likely represent **Daily Standups (Daily Scrums)**, which are short meetings held each day to discuss progress and obstacles.
- **Blue Dot:** This is likely the **Sprint Review and Sprint Retrospective**. The Sprint Review is where the team presents the work completed during the sprint to stakeholders, and the Sprint Retrospective is where the team reflects on the sprint and identifies improvements for the next one.

3. Name the members who are the part of Agile team

- **Scrum Master** - Facilitator ensuring Scrum process adherence and removing team obstacles.
- **Product Owner** - Represents customer interests, prioritizes backlog, and aligns product vision with business goals.

- **Business Analyst** - Bridges business and technical teams, gathering and analyzing requirements to ensure product alignment with business needs.
- **Development Team** - Cross-functional professionals delivering product increments each sprint, collaboratively achieving sprint goals.

4. BA Roles and any 3 tools he uses for the support of roles

BA Roles & Tools

- Project Tracking - Jira
- Data Analysis - PowerBI, Tabelu
- Communication among the team members - Slack, Teams