

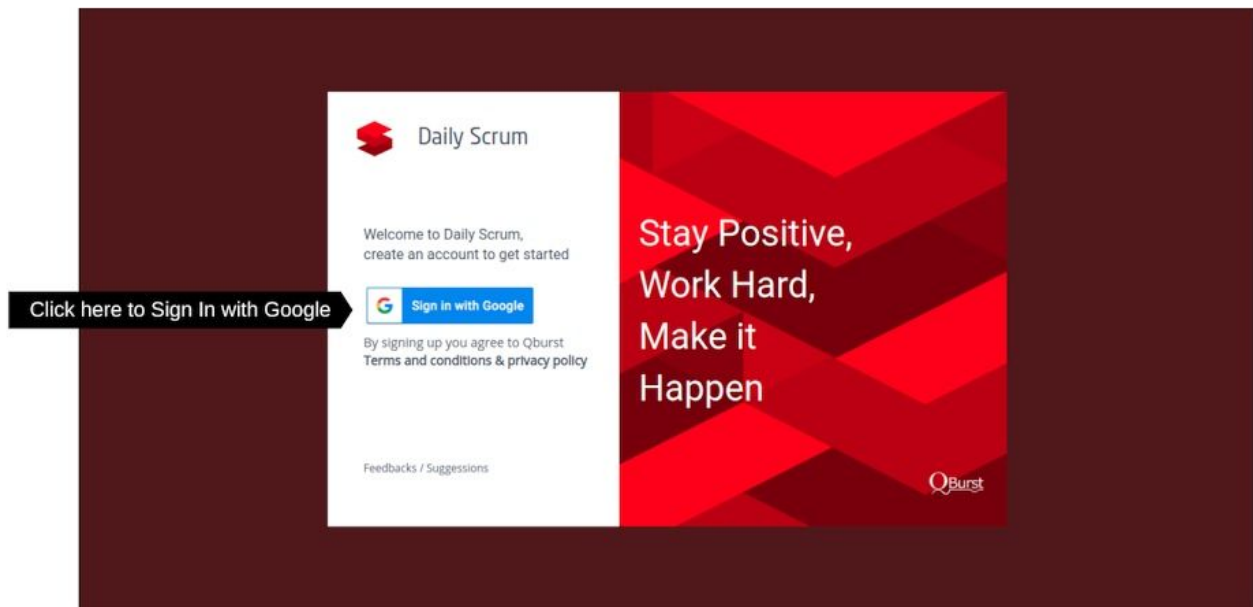
Daily Scrum

Introduction:

The Daily Scrum is a tool for managing, evaluating and documenting everyday progress of the software development. It can help you effectively keep track of projects within your group.

Login Page:

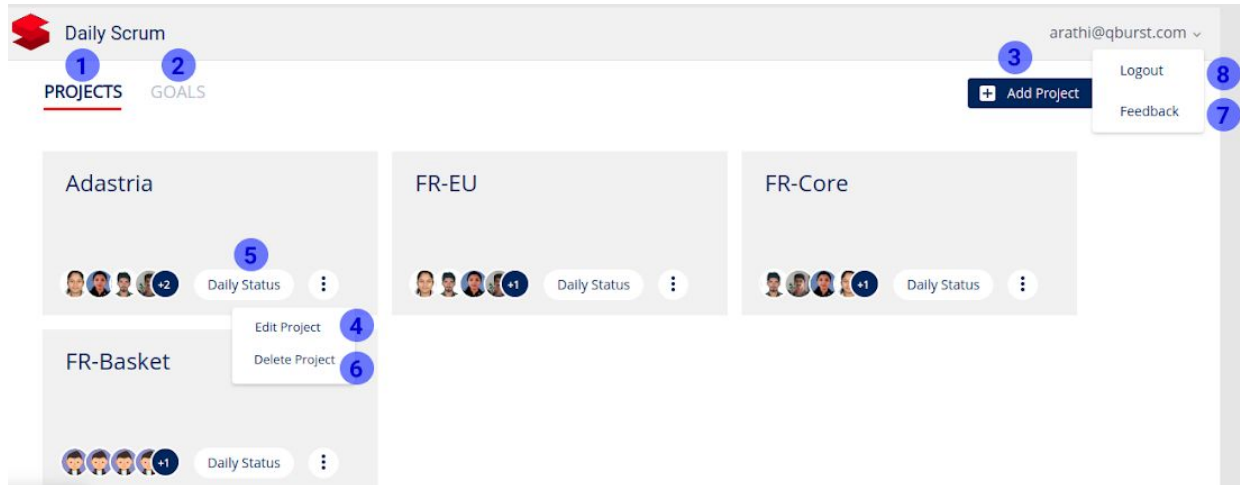
A simple Login Page that allows you to sign in using your Google accounts. You will be considered a 'Registered User' the first time you log in.



Once you have logged in, you will be directed to the Dashboard page.


Dashboard Page:

The dashboard page shows all the projects that the admin is a part of. It gives the project name and the members that work in the project.







1. [Navigate to Project Page.](#)
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Navigate to Project Page:



 Daily Scrum arathi@qburst.com

PROJECTS GOALS + Add Project


Adastria
 Daily Status 

FR-EU
 Daily Status 


FR-Core
 Daily Status 


FR-Basket
 Daily Status 


Navigate to Goals page/Assign goals:




 Daily Scrum arathi@qburst.com

PROJECTS **GOALS** Add Goals here + Add Goal Search


 Abraham John

Goal 2 Created by Arathi Methalepurayil on Mon, 26 Nov 2018, 03:08 PM
Learn Japanese.
Learn Japanese to be able to interact more effectively with our clients.
0 Comments ^
 Add a comment Add your comments here


Goal 1 Created by Arathi Methalepurayil on Mon, 26 Nov 2018, 03:07 PM
Learn the basics of NodeJS.
Learn the basics of NodeJS to be able to work in FR-EU backend.
0 Comments v
 Add a comment

 Abraham John
 Nisha Antony
 Neeraj Dixon

How to Add Projects:

 Daily Scrum | New Project arathi@qburst.com ▾

Enter project name here

New Project Name 

Enter project description here

+ Describe about the project

+ Add members

Cancel project here

Cancel

Create Project


Create project here

Step 1: Click on the 'Add Project' button. You will find yourself in the Add Project Page.


Step 2: Fill in the name of the project and the project description. Also add the members in the project and their respective roles.

Step 3: Click 'Create Project' button to create the project and 'Cancel' to cancel.


How to Edit projects:

 Daily Scrum | Edit Project arathi@qburst.com ▾

Edit project name here

FR-EU 

Edit project description here

This is the FR-EU project. 

Edit/remove project members

TEAM

nishaa@qburst.com

Developer

×

sanjo@qburst.com

Team Lead

×

athiramohandas@qburst.cor

Designer

×

+ Add members

Cancel changes here

Cancel

Update Project

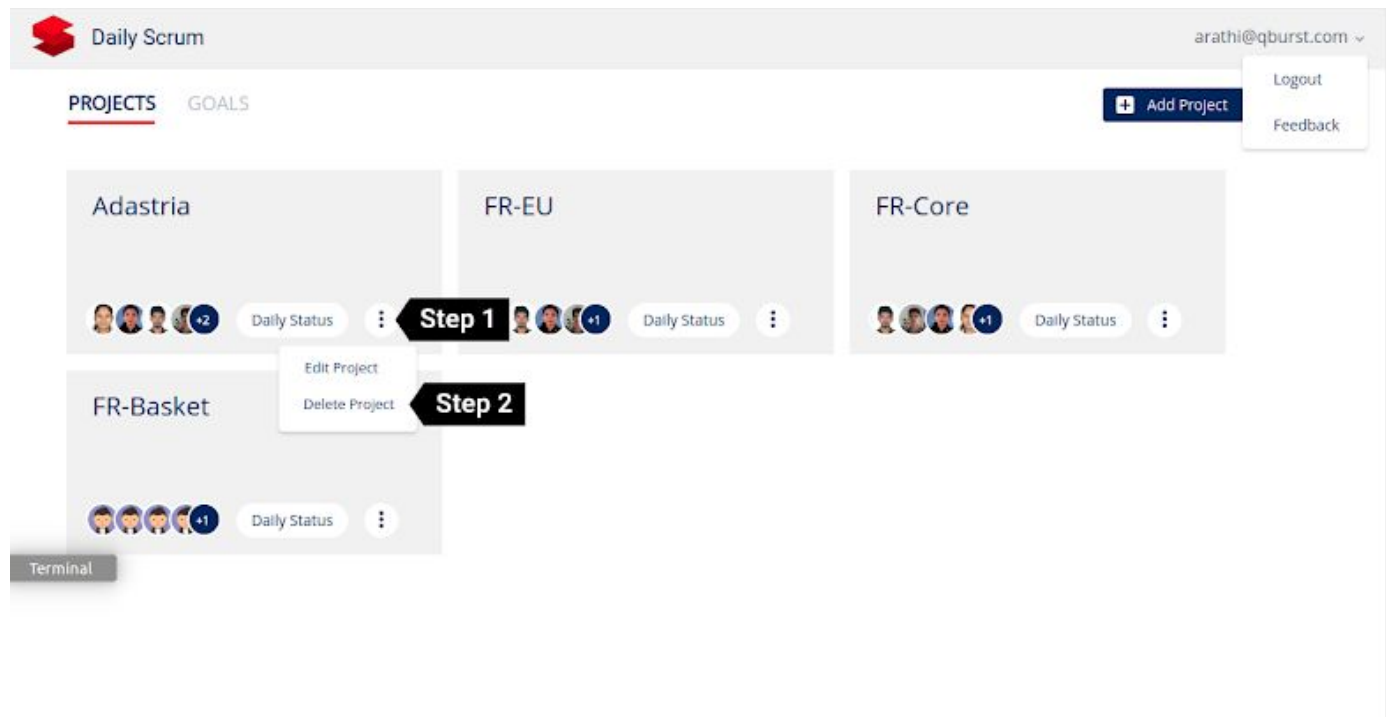
Update project here

Step 1: From the list of projects you are part of, click on the Menu button attached to the project you want to edit and click on the 'Edit Project' button.

Step 2: Edit the project name, project description, project members or the roles as you seem fit.

Step 3: Click 'Update Project' button to create the project and 'Cancel' to cancel.

How to Delete projects:



Step 1: From the list of projects you are part of, click on the Menu button attached to the project you want to edit.

Step 2: Click on the 'Delete Project' button.

How to Add/Edit/View your tasks or other members tasks:

The screenshot displays the 'Core Order Management' interface. At the top, there's a header with a red logo, the text 'Core Order Management', a dropdown menu, and a button labeled 'Select the project here'. On the right, the user's email 'arathi@qburst.com' is shown. The main content area is divided into two columns. The left column, titled 'My Tasks', shows 'Yesterday's Tasks' with a task entry '4h 11m Hours spent' and a button 'Select all tasks here'. Below it, a section for 'My task' shows '4 hour 11 minutes' and a button 'Select single tasks here'. The right column, titled 'Today, October 18, 2018', shows a list of tasks: '15h 6m Hours spent', 'this is me adding tasks' (10 hour 3 minutes), and 'this is new task' (5 hour 3 minutes). Each task has an 'Add Blockers' button. A 'View all tasks together here' button is at the top right of the right column. A 'Go to any days status' button is also present. At the bottom right, there's a 'View other's tasks' button. A search bar is located above the user avatars. At the bottom, there's a section for 'Add description here' with a text input, 'Add Hours Spent', 'Add Blockers', and 'Add blockers here' buttons. A 'Save' button is at the bottom right, and a 'Cancel' button is at the bottom left of the 'Add blockers here' section. A button 'Add new task here' is at the bottom left, and a button 'Add your today's new task here' is at the bottom right.

Step 1: From the list of projects you are part of, click on the 'Daily Status' button attached to the project you want to add the tasks in. You will find yourself in the View All Tasks Page.

Step 2: Select the date on which you want to add/edit/view the tasks by using the date navigation.

Step 3: Add your tasks for any date by clicking on 'Add new task here'. Add the hours spent on that task and also the blockers in the task. Edit the task by clicking on the point where the change is to be made.

Step 4: Click 'Save' button to save the task and 'Cancel' button to cancel the task.

How to give feedback:

The image shows a 'Feedback and Suggestions' form. The form has a title bar at the top, a large text input area, and a footer with 'Cancel' and 'Submit' buttons. Annotations are placed around the form: 'Enter your feedback here' with an arrow pointing to the input area, 'Cancel the feedback here' with an arrow pointing to the 'Cancel' button, and 'Submit your feedback here' with an arrow pointing to the 'Submit' button.

Feedback and Suggestions

I would like to..

Enter your feedback here

Cancel the feedback here

Cancel

Submit

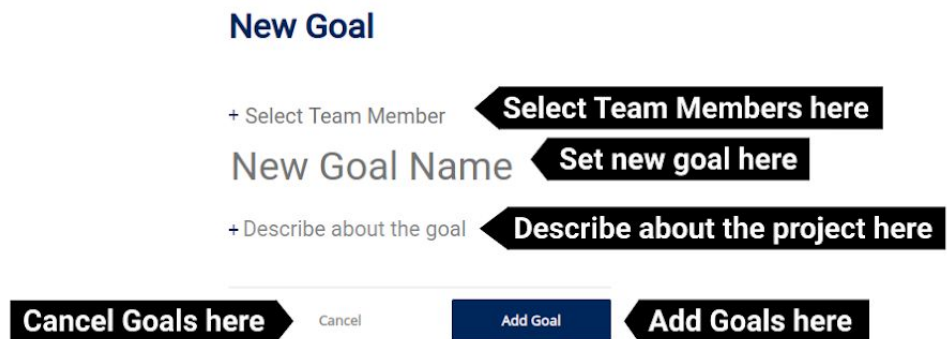
Submit your feedback here

Step 1: Click on the “Feedback” button from the dropdown on the top-right side of the Dashboard page.

Step 2: The above pop-up will allow you to enter the feedback you wish to give.

Step 3: Click on the “Cancel” button to cancel the feedback or the “Submit” button to submit the feedback.

How to Assign goals:



The image shows a 'New Goal' form with several annotations in black boxes with white text. The form has a title 'New Goal' in blue. Below it are three input fields: a dropdown for 'Select Team Member', a text field for 'New Goal Name', and a text area for 'Describe about the goal'. At the bottom are three buttons: 'Cancel Goals here', 'Add Goal', and 'Add Goals here'. Annotations point to each of these elements.

New Goal

+ Select Team Member **Select Team Members here**

New Goal Name **Set new goal here**

+ Describe about the goal **Describe about the project here**

Cancel Goals here Cancel **Add Goal** **Add Goals here**

Step 1: Navigate to Goals Page

Step 2: Click on the “Add Goals” button on the top right corner.

Step 3: Select your team members you want to assign the goals to, add new goal and describe about the project.