SimAgile- Team Based Response

Sprint 1 - Week 1 and Week 2

PRODUCT BACKLOG

Paste a screenshot of your product backlog prior to starting sprint 1.

Entire product backlog with all the user stories

Order	Story Name	Required for MVP	Story Points	Sprint	Select Story
1	Update Personal Profile Info	Yes	8	Sprint 2	...
2	Ability to Display Pre-tax Deductions	Yes	1	Sprint 1	...
3	Enter Expenses	Yes	3	Sprint 1	...
4	Ability to View Pay-stub from any Pay Period	No	1	Sprint 2	...
5	Change Payroll Deductions	Yes	1	Sprint 1	...
6	Ability to Print a Pay-stub Form from any Pay Period	Yes	2	Sprint 1	...
7	Calculate 401K Tax Savings	Yes	2	Sprint 1	...
8	Change W4 Information	Yes	1	Sprint 1	...
9	Submit Reimbursable Medical Expenses	Yes	2	Sprint 1	...
10	Life Insurance Enrollment	Yes	3	Sprint 1	...
11	Annual Enrollment of Benefits	Yes	3	Sprint 1	...
12	View Employee Stock Purchase Program information	Yes	5	Sprint 2	...
13	Print W-2	Yes	5	Sprint 2	...
14	Charitable Contribution Edit	Yes	5	Sprint 2	...
15	Display Vacation/Holiday Calendar	No	1	Sprint 3	...
16	Maintain Vacation/Holiday Calendar	No	1	Sprint 3	...
17	Change Investment Options	No	1	Sprint 3	...
18	List All Pay-stubs Available	No	2	Sprint 3	...
19	Enroll for Company Provided Tutorials	No	3	Sprint 3	...
20	Export to Payroll Service	No	8	Sprint 3	...
21	Request Planned Vacation	No	2	Sprint 2	...
22	Setup Automatic Deposit	No	2	Sprint 3	...
23	Submit Education Request	No	3	Sprint 3	...
24	Add/Change Dependents	No	5	Sprint 4	...
25	Payroll Admin Entry/Update	No	3	Sprint 4	...
26	Setup Health Savings Account	No	3	Sprint 3	...
27	Update Employee Stock Purchase Options	No	13	Sprint 3	...
28	Community Volunteer Options	No	5	Sprint 4	...
29	Import from Payroll Service	No	8	Sprint 4	...
30	Shop for Company Logo Items	No	8	Sprint 4	...
31	Wellness Program	No	13	Sprint 4	...
32	Quicken Download	No	21	Sprint 4	...
33	Links to Outside Charitable Contributions	No	1	Sprint 2	...
34	SOX Audit Compliance Reporting	Yes	2	Sprint 1	...
35	Allowance for W-2 Hourly Employees	Yes	3	Sprint 1	...
36	Employee Validation Rules	Yes	1	Sprint 1	...
37	Charitable Contribution Tax Savings	Yes	1	Sprint 1	...
38	Usability for Employee Experience	No	3	Sprint 2	...
39	Notification of Changes to Deductions	Yes	3	Sprint 1	...
40	Separate Pop-Up Windows	No	3	Sprint 3	...
42	Links to Outside Investments	No	2	Sprint 3	...

Screenshot of the Product Backlog with user stories in Sprint 1

Backlog Items   Accepted Stories

Sprint 1

Search   Clear

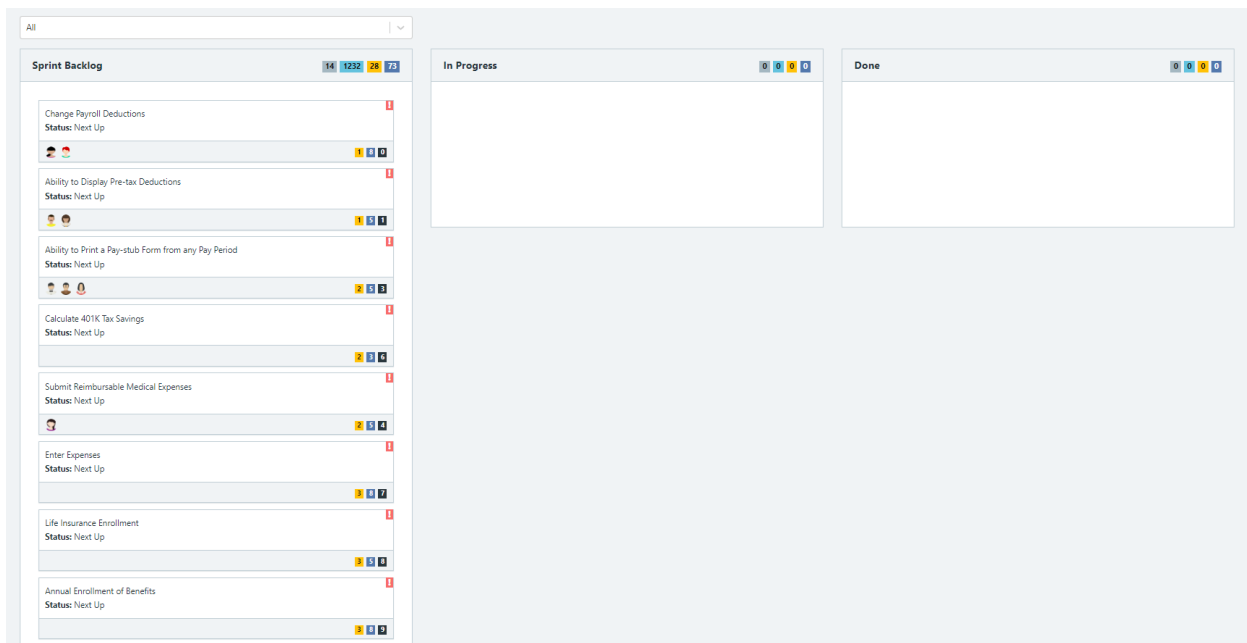| Order ↑↓	Story Name ↑↓	Required for MVP ↑↓	Story Points ↑↓	Sprint ↑↓	Select Story ↑↓
2	Ability to Display Pre-tax Deductions	Yes	1	Sprint 1	...
3	Enter Expenses	Yes	3	Sprint 1	...
5	Change Payroll Deductions	Yes	1	Sprint 1	...
6	Ability to Print a Pay-stub Form from any Pay Period	Yes	2	Sprint 1	...
7	Calculate 401K Tax Savings	Yes	2	Sprint 1	...
8	Change W4 Information	Yes	1	Sprint 1	...
9	Submit Reimbursable Medical Expenses	Yes	2	Sprint 1	...
10	Life Insurance Enrollment	Yes	3	Sprint 1	...
11	Annual Enrollment of Benefits	Yes	3	Sprint 1	...
34	SOX Audit Compliance Reporting	Yes	2	Sprint 1	...
35	Allowance for W-2 Hourly Employees	Yes	3	Sprint 1	...
36	Employee Validation Rules	Yes	1	Sprint 1	...
37	Charitable Contribution Tax Savings	Yes	1	Sprint 1	...
39	Notification of Changes to Deductions	Yes	3	Sprint 1	...

Please explain what you did in grooming the user stories in your product backlog and your reasoning OR these decisions.

The Product backlog containing the user stories was groomed and the exact details are mentioned below:

a. The approach we used to groom our product backlog was to prioritize user stories based on the business value delivered per story point instead of only business value.

b. Once we sorted the list to make sure the MVP is being delivered in the first 2 sprints, we added a new column called "Value per Point".

c. To maximize the value delivered in each sprint we sorted the "value per story point" column in descending order.

d. By doing this we can deliver a combined value of 119(73 + 46) in the first MVP release which is more than what it would be if we only sorted by Business Value.

e. If we compare the "Total Value Delivered in Sprint" column in the Initial Product Backlog to that of the Groomed Product Backlog, we can see the latter delivers a lot more value in the earlier sprints.
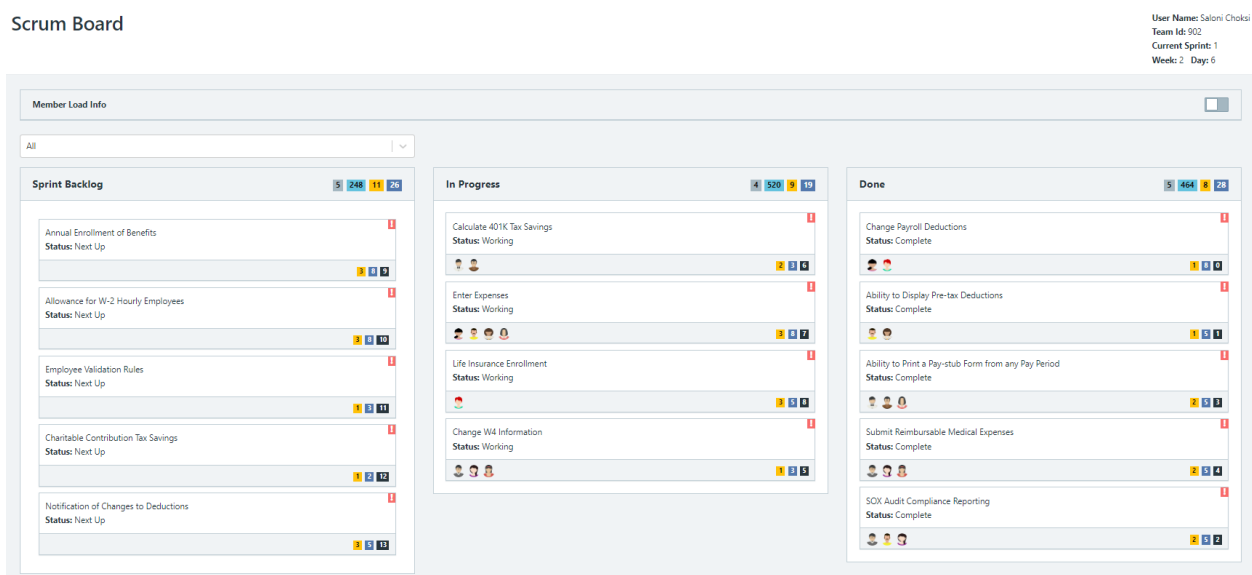
Scrum Board

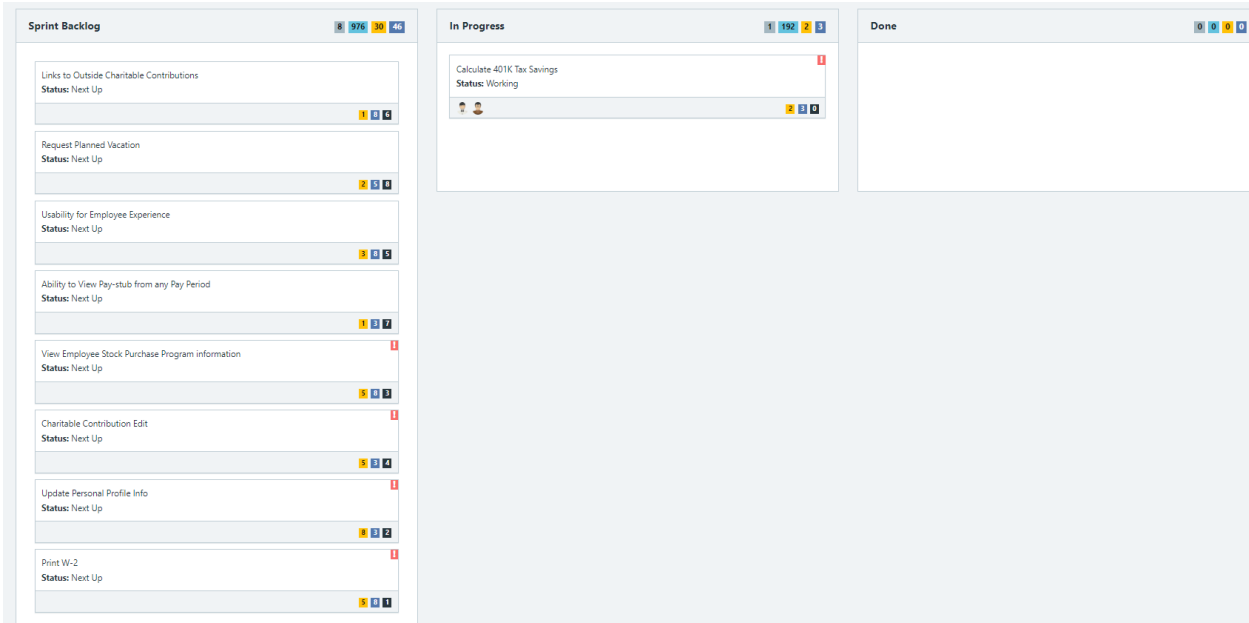Scrum Board screen shot before sprint 1 has started

Scrum Board screenshot after week 1
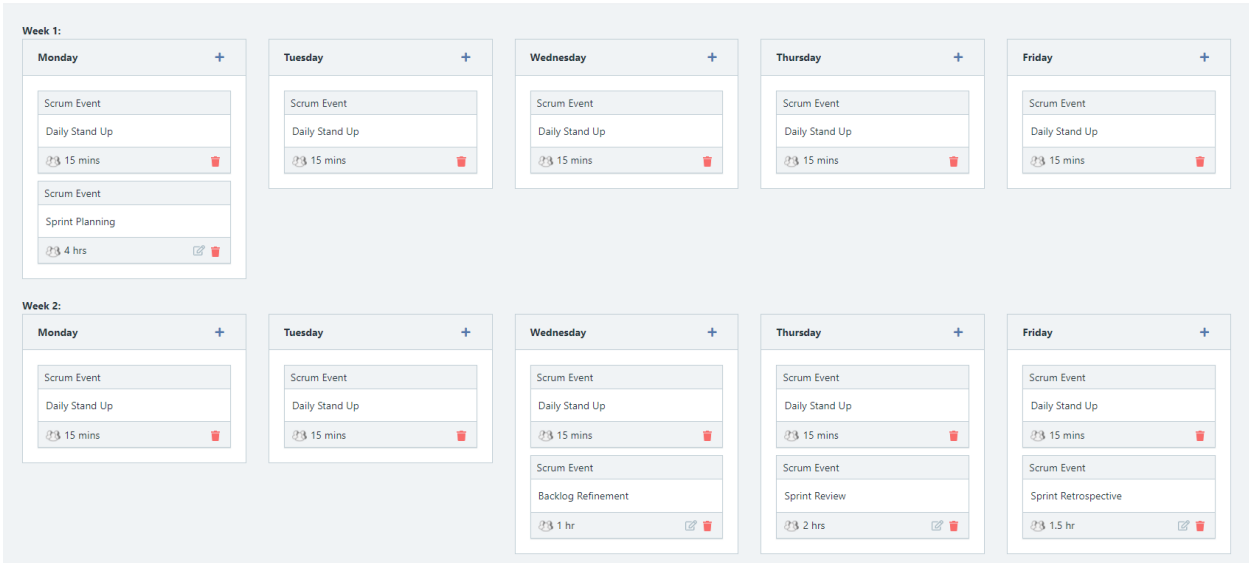

Scrum board screenshot after week 2

Sprint Backlog 8 976 30 46

Links to Outside Charitable Contributions
Status: Next Up
1 8 6

Request Planned Vacation
Status: Next Up
2 5 9

Usability for Employee Experience
Status: Next Up
3 8 5

Ability to View Pay-stub from any Pay Period
Status: Next Up
1 3 7

View Employee Stock Purchase Program information
Status: Next Up
5 0 3

Charitable Contribution Edit
Status: Next Up
5 3 4

Update Personal Profile Info
Status: Next Up
8 3 2

Print W-2
Status: Next Up
5 8 1

In Progress 1 192 2 3

Calculate 401K Tax Savings
Status: Working
2 3 9

Done 0 0 0 0

Calendar

Paste a screenshot of your calendar for sprint 1

Calendar

User Name: Saloni Choksi
Team Id: 902
Current Sprint: 1
Week: 1 **Day:** 1

Week 1:

Monday +	Tuesday +	Wednesday +	Thursday +	Friday +
Scrum Event / Daily Stand Up / 15 mins	Scrum Event / Daily Stand Up / 15 mins	Scrum Event / Daily Stand Up / 15 mins	Scrum Event / Daily Stand Up / 15 mins	Scrum Event / Daily Stand Up / 15 mins
Scrum Event / Sprint Planning / 4 hrs				

Week 2:

Monday +	Tuesday +	Wednesday +	Thursday +	Friday +
Scrum Event / Daily Stand Up / 15 mins	Scrum Event / Daily Stand Up / 15 mins	Scrum Event / Daily Stand Up / 15 mins	Scrum Event / Daily Stand Up / 15 mins	Scrum Event / Daily Stand Up / 15 mins
		Scrum Event / Backlog Refinement / 1 hr	Scrum Event / Sprint Review / 2 hrs	Scrum Event / Sprint Retrospective / 1.5 hr

Explain the reason why you have scheduled the meetings listed on your calendar.

The duration of Sprint 1 is for two weeks. Here, various Scrum events, Trainings and Team rewards have been scheduled.

As it is the first Sprint it is one of the most important sprints that contains initial planning and building your team bond. Below is a list of the entire schedule for two weeks and the reasons why they have been placed on certain days in the week.

Week 1:

1. Monday: A Scrum event, Sprint planning has been scheduled for Monday for 4 hours. This is the activity where the team decides what needs to be delivered in the sprint and how it needs to be achieved.
2. Tuesday, Wednesday, Thursday, Friday: The first scrum event of the day is the Daily standup meeting that is scheduled for 15 mins. This meeting allows the team members to inspect progress towards the sprint goal and adapt the sprint backlog as necessary.

Week 2:

1. Monday, Tuesday: We continue to have the 15 minutes daily standup meeting on Monday to track our progress and select items to be worked on from the sprint backlog.
2. Wednesday: A Backlog refinement scrum event has been scheduled for 1 hour. This meeting is held towards the end of one sprint to ensure the backlog is ready for the next sprint.
3. Thursday: The Sprint review has been scheduled for 2 hours where the team gathers to review completed work and determine whether additional changes are needed.
4. Friday: The Sprint Retrospective event has been scheduled for 1.5 hours where the team discusses what went well for the previous sprint cycle and what must be improved for the next sprint.
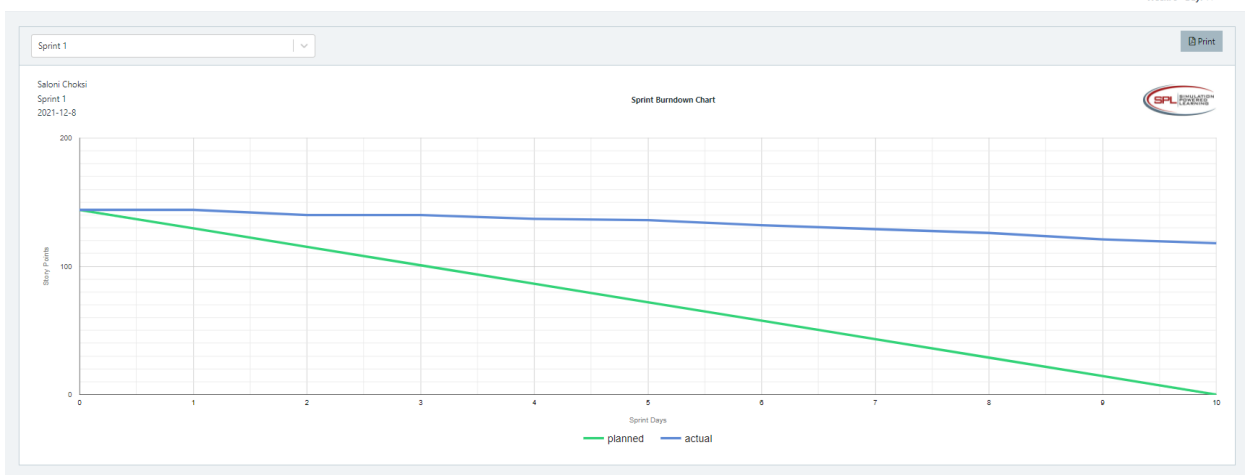
Note: The daily standup is scheduled on all the workdays for 15 minutes.

Burn Down

After completing sprint 1, paste a screenshot of the sprint 1 Burn Down Chart below.

Velocity Trend

After competing sprint 1, paste the sprint 1 Velocity Chart below:
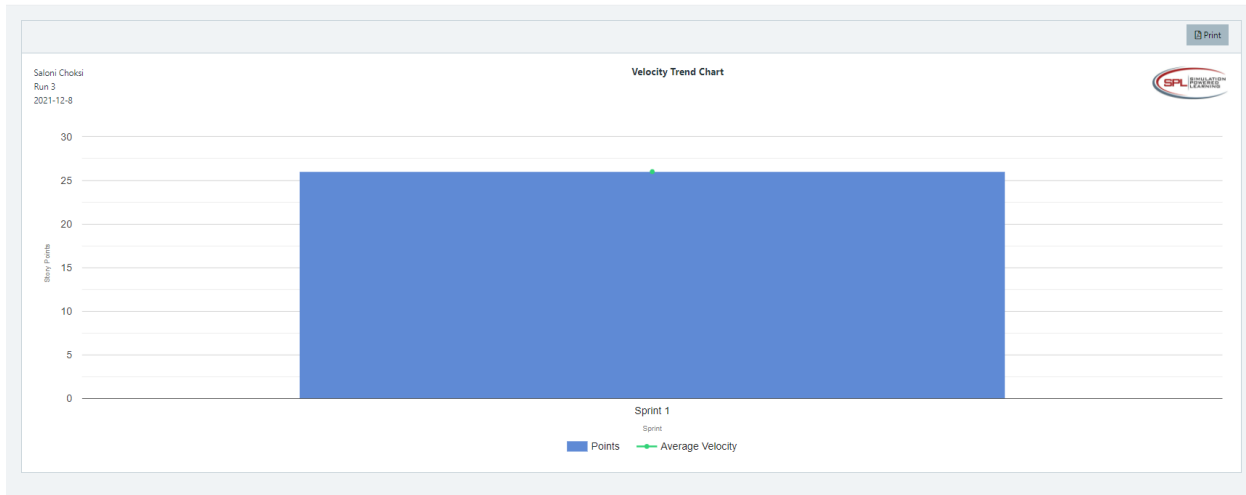
Retrospective Meeting:

How did you do in this Sprint?

As per our groomed product backlog, we had 14 user stories that had to be completed. All the user stories were a must for MVP and the total story points for those stories were 28 and the Business value was 73.

After running Sprint 1, we completed the following:

User Stories covered: 13

Story points covered: 26

On observing the details in week 1 and 2 we realized, the project was on schedule as 13 of the 14 user stories were completed by the team. A few members had reservations about the daily standup meeting which we agreed to address in the next retrospective.

What problems, if any, did you encounter as you were executing the sprint?

One of the minor problems we faced this sprint was that one of the members of the team missed the daily stand-up meeting in week 1. However, in week two all members attended the all the scheduled scrum events.

What changes, if any, are you planning to make in the next sprint?

As the team is on schedule, we are not making any changes in the upcoming sprint apart from prioritizing the MVP user stories in the scrum backlog.

Answer following questions based on this Sprint:

What is the velocity (in story points) for the sprint?

As per the Velocity Trend report the velocity (in story points) for the sprint is 26.

What is the average velocity, minimum velocity, and maximum velocity (in story points) for the project across all sprints that have been completed so far?

As this was our first sprint, the average velocity, minimum velocity, and maximum velocity (in story points) for the project is the same and is 26.

Based on the current status of your project, do you believe that you will be able to complete the mandatory (or required) stories in the product backlog within the four sprints? Explain your answer.

Yes, I do believe that we will be able to complete the mandatory stories in the product backlog within the four sprints.

Taking a look at the groomed product backlog we have placed the MVP user stories in the first two sprints that need to be completed and the remaining user stories are additional features that can be added in sprint 3 and 4.

Based on the current status of your project, do you believe that you will be able to complete all stories in the product backlog within the four sprints planned? Explain your answer.

After running Sprint 1, we are sure we will deliver the MVP user stories however, delivering all the additional user stories seems difficult to complete within four sprints. In the coming sprints we will concentrate on resource allocation and see to it that the user stories are not pushed to the next sprint.
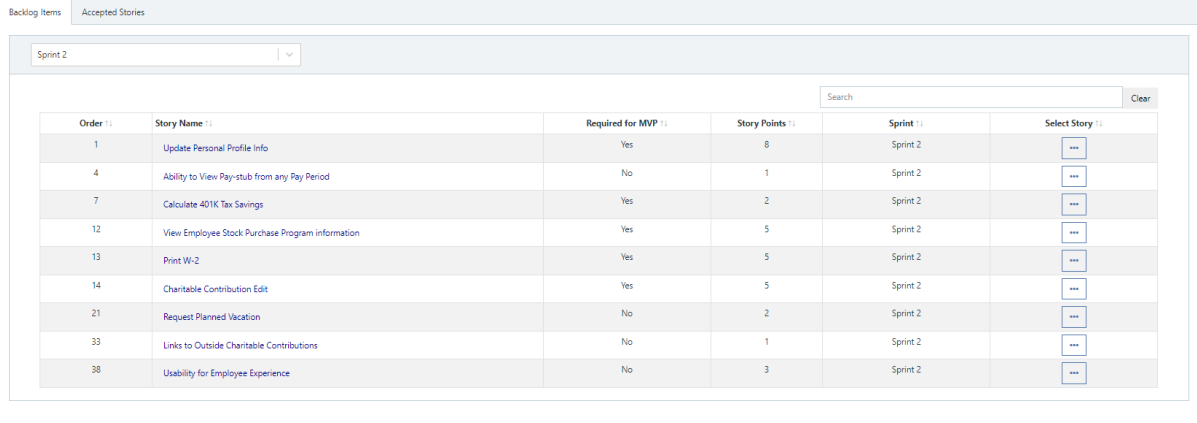
Sprint 2 - Week 3 and Week 4

Product Backlog (one screen shot for the sprint)

Paste the screenshot of your Product Backlog below.

Please explain what you did in grooming the user stories in your Product Backlog and you're reasoning for these decisions.

After the end of Sprint 1, we had one user stories pending and in progress.

So as to groom the Product Backlog for Sprint 2, we rearranged the user stories required for MVP. This allows all the MVP user stories to get done at the start of Sprint 2 and it helps with increasing our chance of completing the MVP within 4 sprints.

We made sure we allocated resources as per our feedback from sprint 1. This allowed the MVP users to get done before the sprint ends.

Scrum Board

Scrum Board screen shot before sprint 2 has started

Sprint Backlog	8	976	30	46

Print W-2
Status: Next Up
5 8 1

View Employee Stock Purchase Program information
Status: Next Up
5 4 2

Charitable Contribution Edit
Status: Next Up
5 3 3

Update Personal Profile Info
Status: Next Up
8 3 4

Usability for Employee Experience
Status: Next Up
3 8 5

Request Planned Vacation
Status: Next Up
2 5 6

Ability to View Pay-stub from any Pay Period
Status: Next Up
1 3 7

Links to Outside Charitable Contributions
Status: Next Up
1 4 8

In Progress	1	192	2	3

Calculate 401K Tax Savings
Status: Working
2 3 0

Done	0	0	0	0

Scrum Board screen shot after 1st week of sprint 2

Scrum Board

User Name: Saloni Choksi
Team Id: 902
Current Sprint: 2
Week: 4 **Day:** 16

Member Load Info	

All

Sprint Backlog	2	176	3	8

Request Planned Vacation
Status: Next Up
2 5 7

Ability to View Pay-stub from any Pay Period
Status: Next Up
1 3 8

In Progress	2	304	11	11

Usability for Employee Experience
Status: Working
3 8 6

Update Personal Profile Info
Status: Working
8 3 4

Done	5	688	18	30

Links to Outside Charitable Contributions
Status: Complete
1 8 5

Calculate 401K Tax Savings
Status: Complete
2 3 0

View Employee Stock Purchase Program information
Status: Complete
5 4 1

Charitable Contribution Edit
Status: Complete
5 3 2

Print W-2
Status: Complete
5 8 3

Scrum Board screen shot after 2nd week of sprint 2

Sprint Backlog

Setup Automatic Deposit	Status: Next Up
Submit Education Request	Status: Next Up
Enroll for Company Provided Tutorials	Status: Next Up
Setup Health Savings Account	Status: Next Up
Export to Payroll Service	Status: Next Up
Update Employee Stock Purchase Options	Status: Next Up
Separate Pop-Up Windows	Status: Next Up
Links to Outside Investments	Status: Next Up
List All Pay-stubs Available	Status: Next Up
Display Vacation/Holiday Calendar	Status: Next Up
Change Investment Options	Status: Next Up
Maintain Vacation/Holiday Calendar	Status: Next Up

In Progress

| Ability to View Pay-stub from any Pay Period | Status: Working |

Done

Calendar

Paste the screenshot of your calendar for sprint 2

Calendar

User Name: Saloni Choksi
Team Id: 902
Current Sprint: 2
Week: 3 Day: 11

Week 3:

Monday +	Tuesday +	Wednesday +	Thursday +	Friday +
Scrum Event	Scrum Event	Scrum Event	Scrum Event	Scrum Event
Daily Stand Up	Daily Stand Up	Daily Stand Up	Daily Stand Up	Daily Stand Up
15 mins	15 mins	15 mins	15 mins	15 mins
Scrum Event				
Sprint Planning				
4 hrs				

Week 4:

Monday +	Tuesday +	Wednesday +	Thursday +	Friday +
Scrum Event	Scrum Event	Scrum Event	Scrum Event	Scrum Event
Daily Stand Up	Daily Stand Up	Daily Stand Up	Daily Stand Up	Daily Stand Up
15 mins	15 mins	15 mins	15 mins	15 mins
		Scrum Event	Scrum Event	Scrum Event
		Backlog Refinement	Sprint Review	Sprint Retrospective
		1 hr	2 hrs	1.5 hr

Explain the reason why you have scheduled the meetings listed on your calendar (if any)?

We had several meetings listed in Sprint 2 under the two weeks duration. The detailed list is mentioned below:

<u>Week 3 and Week 4:</u> Daily standup meetings for 15 minutes were conducted daily

<u>Week 4:</u>

Monday: Based on the sprint that ran in week 3, continuous daily standups were missed by Yee Lee. As this was a rising concern, we decided to address it during the Sprint Retrospective.

Wednesday: The Backlog refinement meeting was held so as to understand the user stories that need to be prioritized and set for the upcoming sprint. An additional issue was raised by Farley Gnu to add in two new requirements as mentioned during the sprint. As we could not add those requirements in the active sprint, they were pushed back in the Product Backlog to be added in future sprints.

Thursday: The Scrum review meeting was scheduled for two hours so as to note the completed user stories was attended by all the team members.

Friday: The Sprint Retrospective meeting was held to discuss the importance of attending daily standups as that was one of the issues from the team members during the sprint as well as to understand the improvements in the upcoming sprints.

Burndown

After completing sprint 2, paste a screenshot of the sprint 2 Burn Down Chart below.
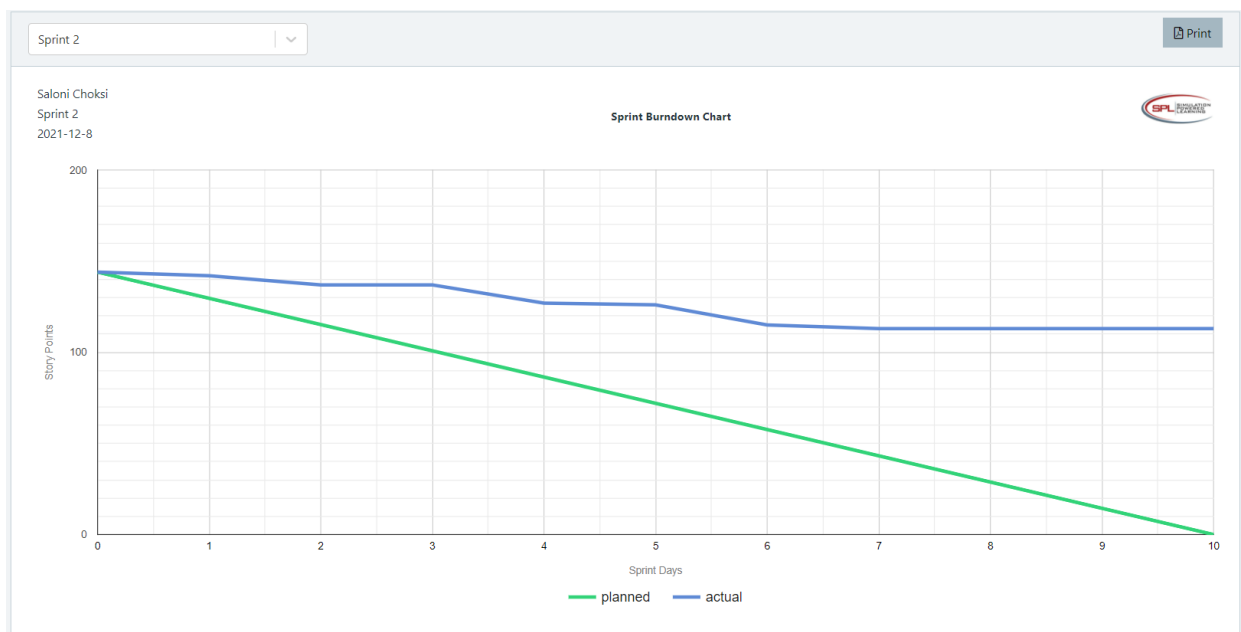
Velocity Trend

After competing sprint 2, paste the sprint 2 Velocity Chart below:

Retrospective Meeting:

How did you do in this Sprint?

Sprint 2 went even better than sprint 1 with the team completing a total of 31 story points during the sprint. Except for one MVP user story that was in progress, all the other MVP stories were done in Sprint 2. The team was on schedule and doing well.

What problems, if any, did you encounter as you were executing the sprint?

While executing the sprint, one of the issues was Yee Lee missing few of the daily stand-up meetings. Also, during week 2 of the sprint O.M Smith was unable to understand the BAAT charts in the team area. We had a meeting with him and he also attended our Sprint planning as a viewer and was quite pleased with the team.

What changes, if any, are you planning to make in the next sprint?

In Sprint 3, we plan on providing rewards as it may boost up the team members and they will be more involved and motivated. As we are on time and on schedule, we would not be adding additional trainings or making any schedule changes.

Answer following questions based on this Sprint:

What is the velocity (in story points) for the sprint?

The velocity (in story points) for the sprint is 31.

What is the average velocity, minimum velocity, and maximum velocity (in story points) for the project across all sprints that have been completed so far?

Average Velocity: 28.5

Minimum Velocity: 26

Maximum Velocity: 31

Based on the current status of your project, do you believe that you will be able to complete the mandatory (or required) stories in the product backlog within the four sprints? Explain your answer.

At the end of sprint 2, we managed to complete all the mandatory (or required) stories in the sprint backlog. We plan on arranging all the additional user stories based on story points and the business value they add so as to complete all the user stories.
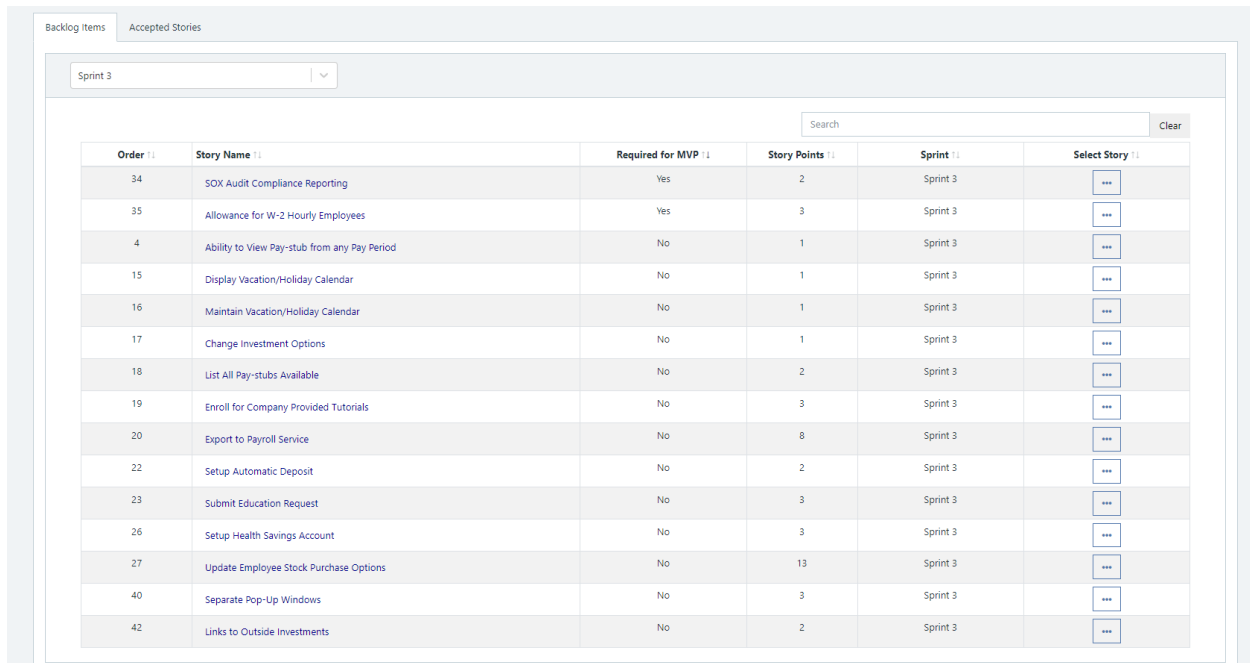
Based on the current status of your project, do you believe that you will be able to complete all stories in the product backlog within the four sprints planned? Explain your answer.

As we have maintained the average velocity of 30 and have completed all the MVP user-stories at the end of Sprint 2 we believe that we will be able to compete all the user stories by the end of four sprints.

Sprint 3 - Week 5 and Week 6

Product Backlog (one screen shot for sprint 3)

Paste the screenshot of your product backlog below.

Order	Story Name	Required for MVP	Story Points	Sprint	Select Story
34	SOX Audit Compliance Reporting	Yes	2	Sprint 3	...
35	Allowance for W-2 Hourly Employees	Yes	3	Sprint 3	...
4	Ability to View Pay-stub from any Pay Period	No	1	Sprint 3	...
15	Display Vacation/Holiday Calendar	No	1	Sprint 3	...
16	Maintain Vacation/Holiday Calendar	No	1	Sprint 3	...
17	Change Investment Options	No	1	Sprint 3	...
18	List All Pay-stubs Available	No	2	Sprint 3	...
19	Enroll for Company Provided Tutorials	No	3	Sprint 3	...
20	Export to Payroll Service	No	8	Sprint 3	...
22	Setup Automatic Deposit	No	2	Sprint 3	...
23	Submit Education Request	No	3	Sprint 3	...
26	Setup Health Savings Account	No	3	Sprint 3	...
27	Update Employee Stock Purchase Options	No	13	Sprint 3	...
40	Separate Pop-Up Windows	No	3	Sprint 3	...
42	Links to Outside Investments	No	2	Sprint 3	...

Please explain what you did in grooming the user stories in your Product Backlog and your reasoning for these decisions.
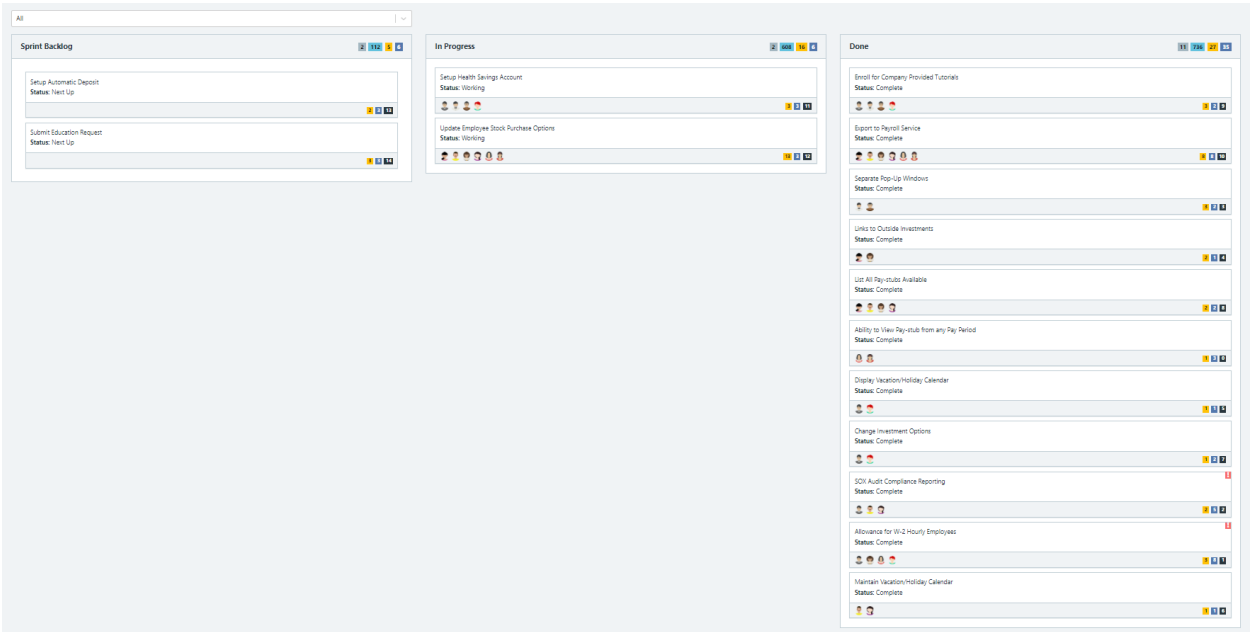
Based on sprint 2 we had two additional requirements that had to be added to the product backlog. So as to groom the product backlog and get the two user-stories completed on time as they belonged to MVP, we added them to sprint 3. They were groomed such that they would get attended to first. We also assigned resources to them to get the task completed on time and still manage to stay on schedule.

Scrum Board
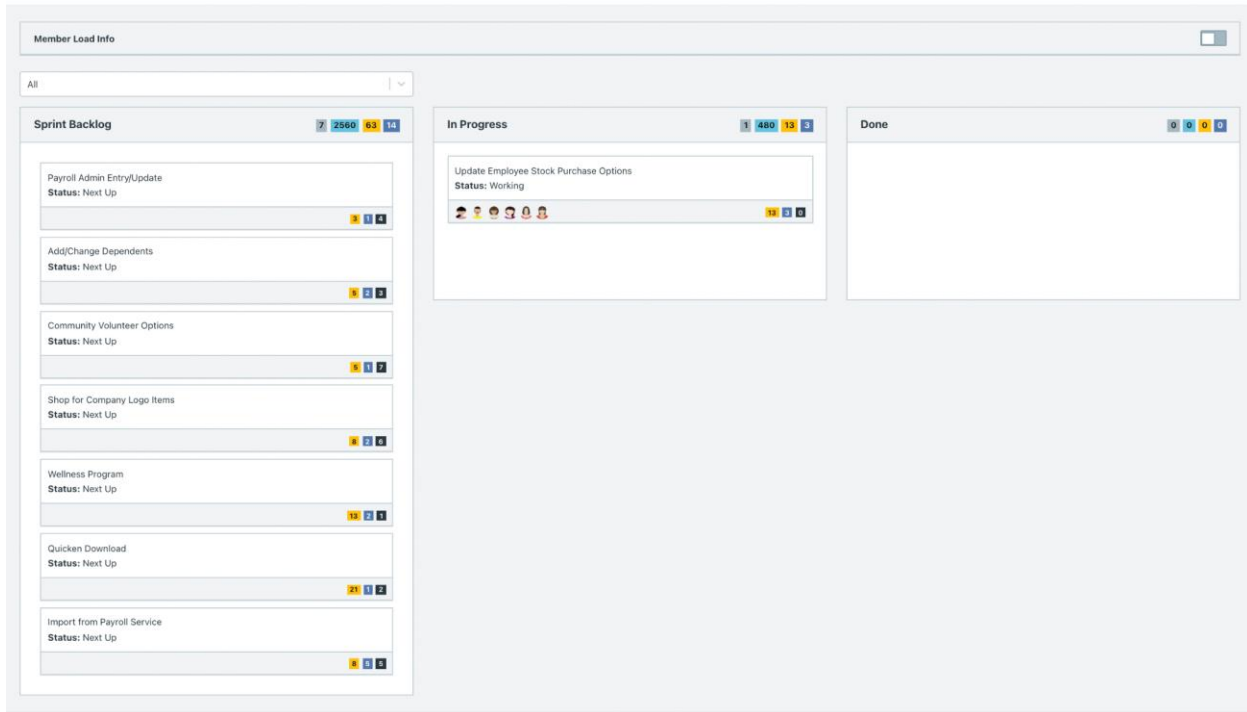
Scrum Board screen shot before sprint 3 has Started
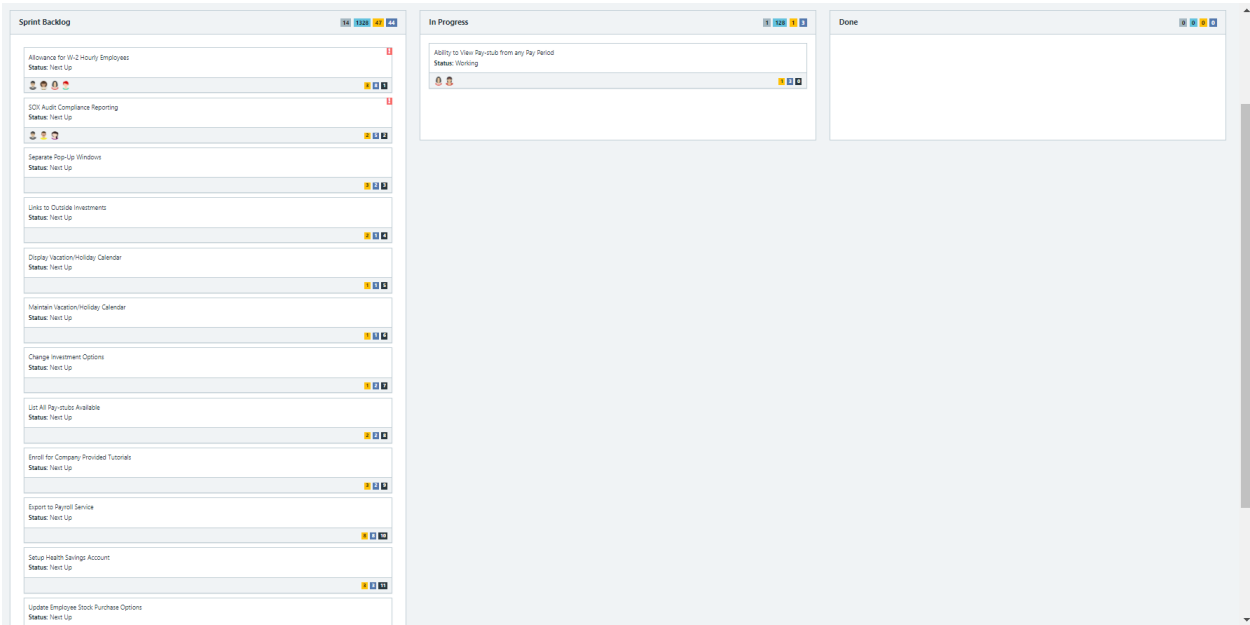
Scrum Board screen shot after 1st week of sprint 3

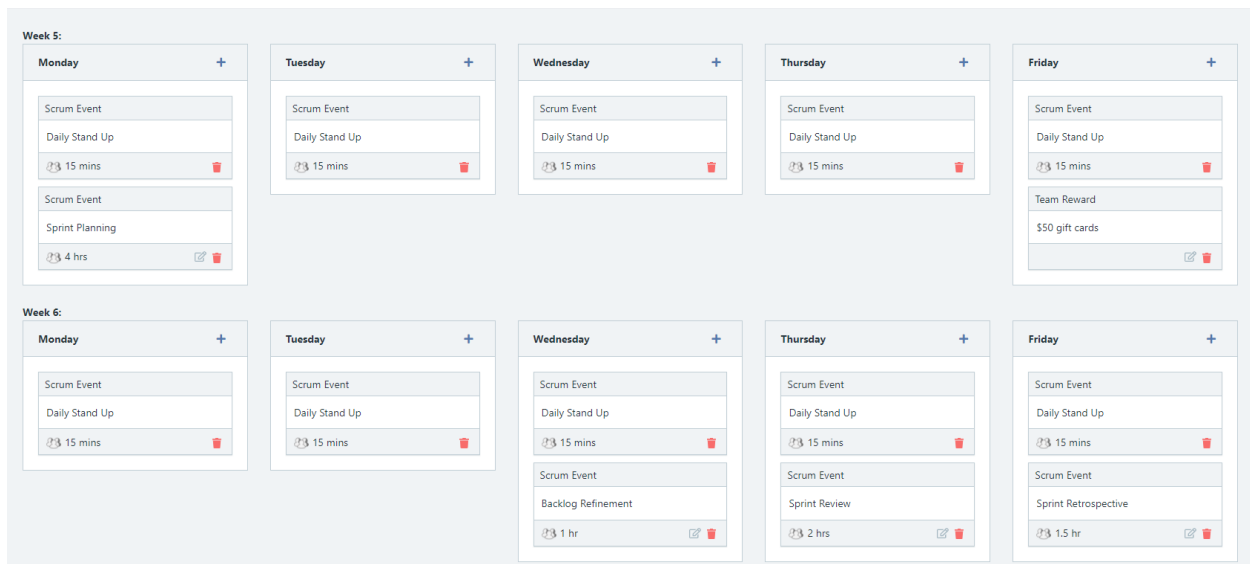Scrum Board screen shot after 2nd week of sprint 3

Member Load Info

All

| Sprint Backlog | 7 2560 63 14 | In Progress | 1 480 13 3 | Done | 0 0 0 0 |

Sprint Backlog — 7 2560 63 14

Payroll Admin Entry/Update
Status: Next Up
3 1 4

Add/Change Dependents
Status: Next Up
5 3 3

Community Volunteer Options
Status: Next Up
5 1 7

Shop for Company Logo Items
Status: Next Up
6 2 6

Wellness Program
Status: Next Up
13 2 1

Quicken Download
Status: Next Up
21 1 2

Import from Payroll Service
Status: Next Up
6 0 5

In Progress — 1 480 13 3

Update Employee Stock Purchase Options
Status: Working
13 3 0

Done — 0 0 0 0

Calendar

- Paste the screenshot of your calendar for sprint

Calendar

User Name: Saloni Choksi
Team Id: 902
Current Sprint: 3
Week: 5 Day: 21

Week 5:

Monday +	Tuesday +	Wednesday +	Thursday +	Friday +
Scrum Event	Scrum Event	Scrum Event	Scrum Event	Scrum Event
Daily Stand Up	Daily Stand Up	Daily Stand Up	Daily Stand Up	Daily Stand Up
15 mins	15 mins	15 mins	15 mins	15 mins
Scrum Event				Team Reward
Sprint Planning				$50 gift cards
4 hrs				

Week 6:

Monday +	Tuesday +	Wednesday +	Thursday +	Friday +
Scrum Event	Scrum Event	Scrum Event	Scrum Event	Scrum Event
Daily Stand Up	Daily Stand Up	Daily Stand Up	Daily Stand Up	Daily Stand Up
15 mins	15 mins	15 mins	15 mins	15 mins
		Scrum Event	Scrum Event	Scrum Event
		Backlog Refinement	Sprint Review	Sprint Retrospective
		1 hr	2 hrs	1.5 hr

Explain the reason why you have scheduled the meetings listed on your calendar (if any)?
We kept the same schedule for week 5 and 6 as week 3 and 4 respectively. Except, we added a team reward of $50 to the team members to as to encourage and appreciate them for their work.
Week 5 and Week 6: Daily standup meetings for 15 minutes were conducted daily

Week 6:

Wednesday: The Backlog refinement meeting was held so as to understand the user stories that need to be prioritized and set for the upcoming sprint.
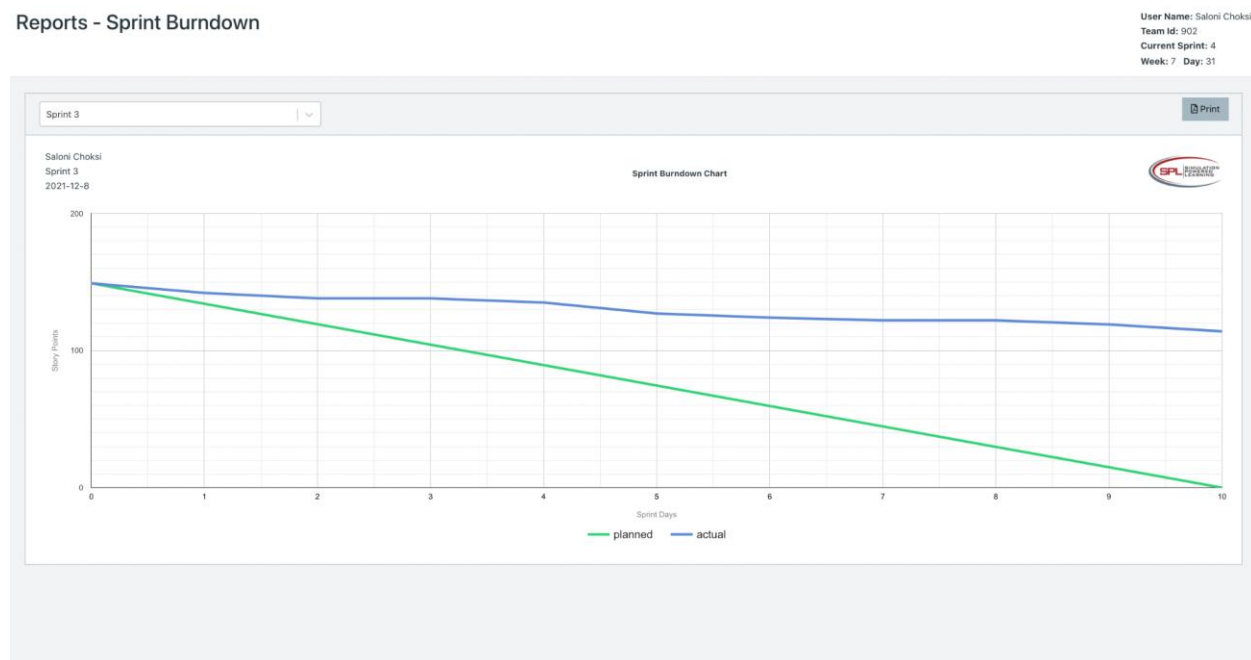
Thursday: The Scrum review meeting was scheduled for two hours so as to note the completed user stories and to make sure the 2 MVP stories added to sprint 3 were completed.

Friday: The Sprint Retrospective meeting was held to discuss the importance of attending daily standups as that was one of the issues from the team members during the sprint as well as to understand the improvements in the upcoming sprints.

Burndown

After completing sprint 3, paste a screenshot of the sprint 3 Burn Down Chart below.
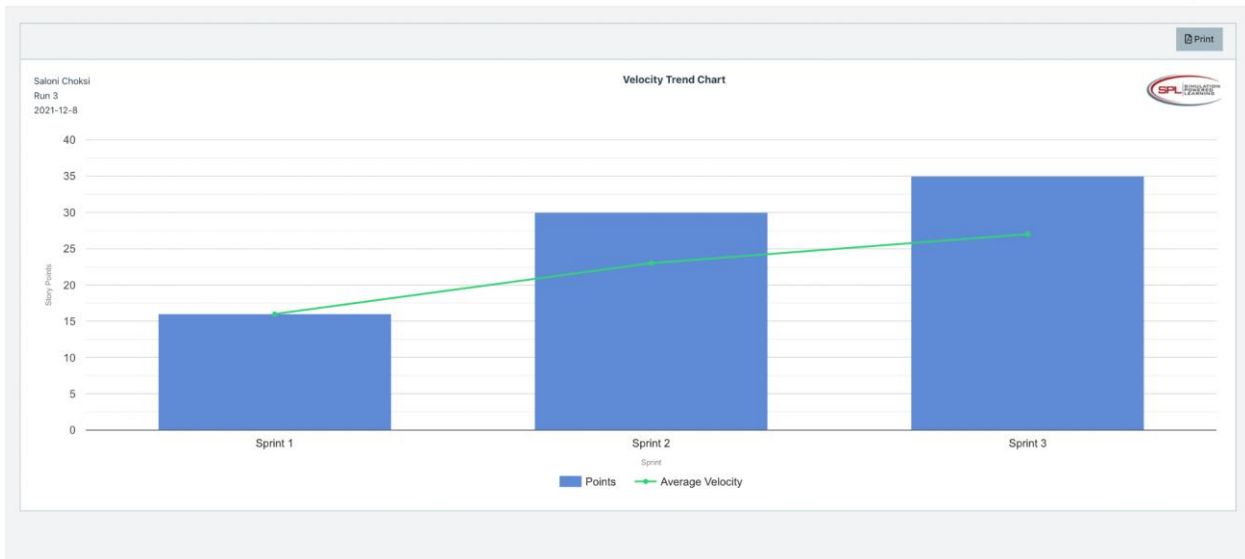
Velocity Trend

After competing sprint 3, paste the sprint 3 Velocity Chart below:

Retrospective Meeting:

How did you do in this sprint?

The results achieved in sprint 3 were better than sprint 1 and 2. The MVP tasks in the product backlog are all completed and we are working on completing all the additional stories. We aim to complete all the user stories by the end of sprint 4.

What problems, if any, did you encounter as you were executing the sprint?

We encountered a few issues with the team members missing the Sprint planning and the daily standup meetings. In week 5, we were informed about missing requirement sign-offs and was directed to Farley for complete details based on the Product backlog. In week 6, Farley informed us that there were a few bugs in the user-stories delivered and that he had added 6 user-stories to the product backlog to be reworked on.

What changes, if any, are you planning to make in the next sprint?

Based on the user-stories that have been added, we plan on working on those user-stories first. Hence, we will have to groom the Product backlog in such a way that the MVP stories get done before sprint4. Also, the importance of agile principles and attending meetings will be conveyed in a better manner in the next sprint.

Answer following questions based on this Sprint:

What is the velocity (in story points) for the sprint?

The velocity (in story points) for the sprint is 35.

What is the average velocity, minimum velocity, and maximum velocity (in story points) for the project across all sprints that have been completed so far?

Minimum velocity - 26

Average velocity - 30

Maximum velocity - 35

Based on the current status of your project, do you believe that you will be able to complete the mandatory (or required) stories in the product backlog within the four sprints? Explain your answer.

As the team is functioning at a high velocity and completing more stories in each sprint, we are confident about delivering the mandatory stories in the product backlog within 4 sprints.

Based on the current status of your project, do you believe that you will be able to complete all stories in the product backlog within the four sprints planned? Explain your answer.

As the average velocity of the team is 30, it is unlikely that the team would complete all the user stories.

Sprint 4 - Week 7 and Week 8

Product Backlog (one screen shot for sprint 4)

Paste the screenshot of your Product Backlog below.

Backlog Items	Accepted Stories

All ⌄

| | | | | | Search | Clear |

Order ⇅	Story Name ⇅	Required for MVP ⇅	Story Points ⇅	Sprint ⇅	Select Story ⇅
24	Add/Change Dependents	No	5	Sprint 4	...
25	Payroll Admin Entry/Update	No	3	Sprint 4	...
27	Update Employee Stock Purchase Options	No	13	Sprint 4	...
28	Community Volunteer Options	No	5	Sprint 4	...
29	Import from Payroll Service	No	8	Sprint 4	...
30	Shop for Company Logo Items	No	8	Sprint 4	...
31	Wellness Program	No	13	Sprint 4	...
32	Quicken Download	No	21	Sprint 4	...
33	Links to Outside Charitable Contributions	No	1	Sprint 2	...
36	Employee Validation Rules	Yes	1	Sprint 1	...
37	Charitable Contribution Tax Savings	Yes	1	Sprint 1	...
39	Notification of Changes to Deductions	Yes	3	Sprint 1	...

As a few user stories were added due to new requirements we had to groom the product backlog as below
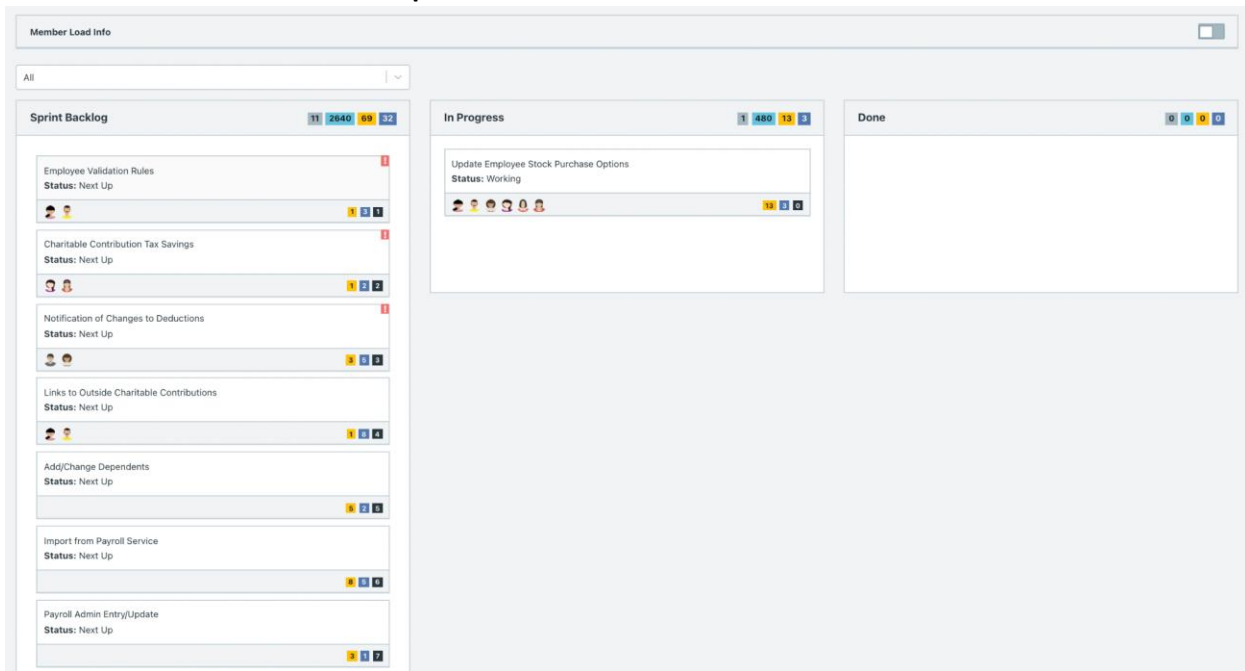
Backlog Items	Accepted Stories

All ⌄

| | | | | | Search | Clear |

Order ⇅	Story Name ⇅	Required for MVP ⇅	Story Points ⇅	Sprint ⇅	Select Story ⇅
24	Add/Change Dependents	No	5	Sprint 4	...
25	Payroll Admin Entry/Update	No	3	Sprint 4	...
27	Update Employee Stock Purchase Options	No	13	Sprint 4	...
28	Community Volunteer Options	No	5	Sprint 4	...
29	Import from Payroll Service	No	8	Sprint 4	...
30	Shop for Company Logo Items	No	8	Sprint 4	...
31	Wellness Program	No	13	Sprint 4	...
32	Quicken Download	No	21	Sprint 4	...
33	Links to Outside Charitable Contributions	No	1	Sprint 4	...
36	Employee Validation Rules	Yes	1	Sprint 4	...
37	Charitable Contribution Tax Savings	Yes	1	Sprint 4	...
39	Notification of Changes to Deductions	Yes	3	Sprint 4	...

Please explain what you did in grooming the user stories in your Product Backlog and you're reasoning for these decisions.

As the stories that were added again into the product backlog are required for the MVP, we have given them the highest priority on the Scrum Board to ensure that they are completed first. We also allocated resources to these user stories. We prioritized the rest of the backlog based on which of the stories delivered the maximum value for the least amount of effort.

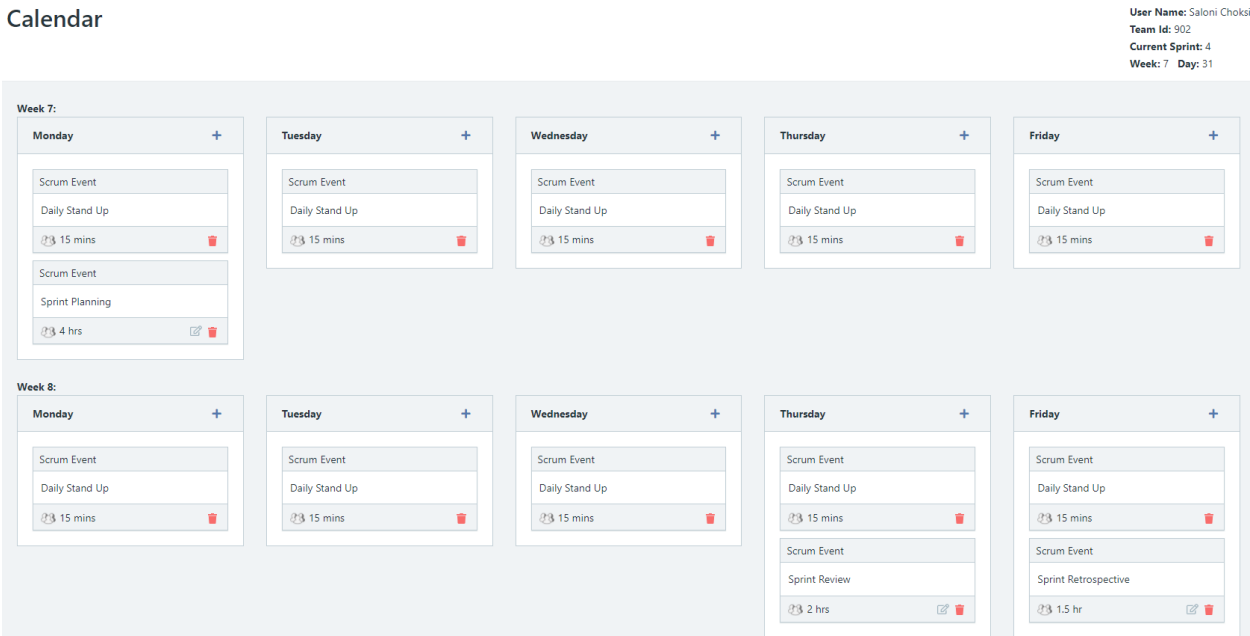**Scrum Board**

Scrum Board screen shot before sprint 4 has started

Scrum Board screen shot after 1ˢᵗ week of sprint 4

Sprint Backlog	3	1600	39	4

Community Volunteer Options
Status: Next Up

| | 5 | 1 | 11 |

Wellness Program
Status: Next Up

| | 13 | 2 | 9 |

Quicken Download
Status: Next Up

| | 21 | 1 | 10 |

In Progress	3	800	19	8

Payroll Admin Entry/Update
Status: Working

| | 3 | 1 | 7 |

Shop for Company Logo Items
Status: Working

| | 8 | 2 | 8 |

Import from Payroll Service
Status: Working

| | 8 | 5 | 6 |

Done	6	720	24	23

Links to Outside Charitable Contributions
Status: Complete

| | 1 | 8 | 4 |

Add/Change Dependents
Status: Complete

| | 5 | 2 | 5 |

Update Employee Stock Purchase Options
Status: Complete

| | 13 | 3 | 0 |

Employee Validation Rules
Status: Complete

| | 1 | 3 | 1 |

Charitable Contribution Tax Savings
Status: Complete

| | 1 | 2 | 2 |

Notification of Changes to Deductions
Status: Complete

| | 3 | 5 | 3 |

Calendar

Paste the screenshot of your Calendar for Sprint 4

Calendar

User Name: Saloni Choksi
Team Id: 902
Current Sprint: 4
Week: 7 **Day:** 31

Week 7:

Monday	+	Tuesday	+	Wednesday	+	Thursday	+	Friday	+
Scrum Event		Scrum Event		Scrum Event		Scrum Event		Scrum Event	
Daily Stand Up		Daily Stand Up		Daily Stand Up		Daily Stand Up		Daily Stand Up	
15 mins		15 mins		15 mins		15 mins		15 mins	
Scrum Event									
Sprint Planning									
4 hrs									

Week 8:

Monday	+	Tuesday	+	Wednesday	+	Thursday	+	Friday	+
Scrum Event		Scrum Event		Scrum Event		Scrum Event		Scrum Event	
Daily Stand Up		Daily Stand Up		Daily Stand Up		Daily Stand Up		Daily Stand Up	
15 mins		15 mins		15 mins		15 mins		15 mins	
						Scrum Event		Scrum Event	
						Sprint Review		Sprint Retrospective	
						2 hrs		1.5 hr	

Explain the reason why you have scheduled the meetings listed shown on your calendar (if any)?

We kept the same schedule for week 7 and 8 as week 3 and 4 respectively.
Week 7 and Week 8: Daily standup meetings for 15 minutes were conducted daily

Week 8:

Thursday: The Scrum review meeting was scheduled for two hours so as to note the completed user stories and to make sure the MVP stories added to sprint 4 were completed.

Friday: The Sprint Retrospective meeting was held to discuss the importance of attending daily standups as that was one of the issues from the team members during the sprint as well as to understand the improvements in the upcoming sprints.

Burndown

After competing sprint 4, paste a screen shot of the sprint 4 Burn Down Chart below.
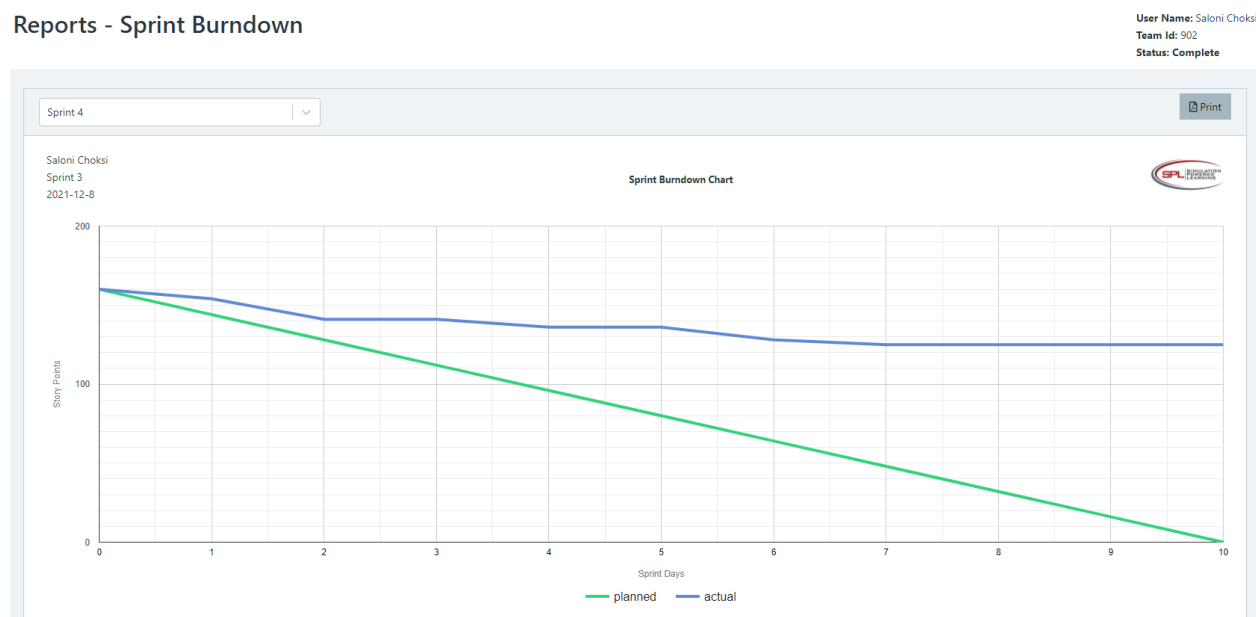
Velocity Trend

After competing sprint 4, paste the sprint 4 Velocity Chart below:

Retrospective Meeting:

How did you do in this sprint?

Like the previous sprint in this sprint too we completed a total of 35 user stories. More importantly we completed all the stories need for the MVP in this sprint which was one of our primary goals.

What problems, if any, did you encounter as you were executing the sprint?

There were no problems during this sprint.

What changes, if any, are you are planning to make in the next sprint?

As this was the final sprint there won't be any changes needed however the team performed exceptionally well throughout the 4 sprints.

Answer following questions based on this Sprint:

What is the velocity (in story points) for the sprint?

The velocity (in story points) for the sprint is 35

What is the average velocity, minimum velocity, and maximum velocity (in story points) for the project across all sprints that have been completed so far?

Minimum Velocity: 26

Maximum Velocity:35

Average Velocity: 31

Did you deliver all required functionality needed for the MVP? Explain your answer.

Yes. All the stories needed for the MVP were completed.

Did you deliver all the user stories in the product backlog? What were the three most significant items that effected your team's performance?

No. The team completed 37 stories out of 42. The three factors that affected the team's performance was

1) What negatively impacted the team's overall progress was the stories that were added in to the product backlog in the later sprints.
2) Not having any additional trainings helped the team focus all their time on completing the user stories and attending the Scrum Events.
3) Grooming the product and sprint backlog throughout the 4 sprints helped the team work on the most important stories first. This led to the timely delivery of the MVP.

Project Retrospective

The next three questions pertain to your thoughts about the performance of the BAAT project team across all four sprints after the project has completed.

1. How many story points did your BAAT project team deliver in your best execution of the simulation?
In Sprints 3 and 4 the BAAT team delivered a total of 35 story points in each of the sprints. This was the best executions in the simulation.

2. Describe three things that positively impacted the performance of the BAAT project team.
- Not having any additional trainings helped the team focus all their time on completing the user stories and attending the Scrum Events
- Grooming the product and sprint backlog throughout the 4 sprints helped the team work on the most important item first.
- Rewarding the team in sprint 3 helped keep the team morale high.

3. Describe three things that negatively impacted the performance of the BAAT project team.
- In some of the sprints a few members did not attend all of the Scrum events that were planned. As these events encourage communication, we felt members skipping these events may have negatively impacted the overall performance
- Adding stories that were already completed to the product backlog due to new requirements delayed the team however in agile change needs to be accepted
- We could have added more rewards for the team members after sprint3 which could have improved the team's performance.

The final two questions pertain to your overall thoughts about the simulation.

4. As a result of executing the AgileSim, discuss three lessons you learned related to how you will manage projects and people in the future.

1) For any team that is following the Scrum framework I would stress on the importance of the attending all of the Scrum events that were planned for the week.
2) I would always remind the team that in agile change is accepted however we do not add stories to an active sprint.
3) As the product backlog is a living document, I would make sure to constantly groom the product backlog before and after each sprint based on the core requirements, business value and new requirements.

5. What are the strengths and weaknesses of Scrum?

Let's go through the STRENGTHS of SCRUM below:

- Using Scrum, we are able to manage the sprints by dividing them in timeboxed formats and maintaining consistency.
- We can easily keep a track of time and money by checking if we are ahead of behind schedule.
- Scrum works best for development projects added as urgent projects that need to provide quick deliverables.
- Scrum meetings have fixed schedules and timings that give the entire time a routine and set the right expectations for the project.
- Several new requirements are welcomed and can be added to the product backlog.
- Feedback from the team, stakeholders and users is taken into consideration and worked on.
- As sprints are timeboxed and for shorter periods of time, it is easy to bring in new changes in the upcoming sprints and track the productivity of the team.
- Scrum teams are cross functional and the scrum master makes sure all the agile principles are followed by every member working on the project.

Except for all the strengths Scrum does have a few WEAKNESSES that can be seen below:
- Scrum works best on smaller teams and it is difficult for a large team to adopt scrum.
- As the Scrum teams are cross-functional, non-cooperative behavior from one or two team members also can lead to the project's failure.
- As Scrum accepts changes, this can often lead to scope creep, as we do not have a limit on the changes to be accepted.
- If the team members fail to understand the agile principles and the importance of Scrum events such as daily standup it could affect the project negatively.