**Release Plan**

The release plan is a product management technique where incremental releases of a product are planned. This process happens after the product backlog, where staged releases are prepared and then divided into several distinct sprints or iterations. The purpose of this plan is to guarantee that the product is consistently progressing in the right direction and that logical releases are occurring often. (Anon., n.d.)

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<https://docs.google.com/spreadsheets/d/1Vju4veb-QM07MEcba3md-LFcte7NMLc3p-fFX8XNh9I/edit#gid=1127857574>

In this plan, all the tasks/user stories are divided into several distinct sprints according to the priority. High-priority features/functionalities were set on the first sprints and respectively. The time duration was estimated for each sprint with the total number of hours needed to complete the tasks in that sprint. The date of commencement and completion was to be set in this meeting. Hence, all the tasks were completed within that estimated time date since the number of hours needed to work on that task was already estimated.

**Daily Stand-Ups**

Daily stand-up meetings are crucial to Agile project management. The daily stand-up meeting gives the project team a chance to talk in-depth about the development of a project. Each member can report on their successes since the most recent stand-up meeting at these 15-minute meetings. To keep meetings, brief and focused, standups typically include everyone remaining standing throughout. Digital standups, however, are also an option. During Smooth Player development sessions, daily stand-up meetings had been carried out through Microsoft teams.

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In these sessions, each member reported the accomplishment since the last meeting, what each member was working on before the meeting, and the problems that occurred during the working process. By establishing small, attainable goals that are discussed with the team, this sharing helped to hold team members accountable for their work and commitments. They also enable open communication among team members so that no one is left in the dark about issues, difficulties, or failures. Through collaboration and open communication, team dynamics improved which made working together to complete a project more efficient and pleasurable for everyone. (Anon., n.d.)

**Sprint Review Meeting**

The sprint review meeting is where the product owner, development team, stakeholders, and Scrum master assess the results and decide what can be closed off and what still needs work. It’s the meeting where the client gives feedback on the product. Maintaining order and respecting everyone's commitments was crucial because the Sprint review affects not only the Scrum team but also all the product owners/clients who will be present.

The Scrum Master took the initiative and called out what needed to be done and what work still needed to be done to deliver the goals. The team member still noted any prioritization-related feedback from the client.

As in sprint review, the customer or client reviews the project but, in our case, this is a college project. Hence, our module leader Mr. Pratik sir had been referred to as our client as he review the product. So, the client examined the product, transparently viewed the product’s present state, and offered forum questions, comments, and conversations. In most of the reviews, the feedback was positive as the client was quite satisfied, the comments were almost positive and mostly the conversations were about how to proceed considering the existing circumstances. (Anon., n.d.)

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