1. JIRA tool

We follow the following process:

1. Product owner, scrum master, development and QA team all sit together and define two things.

Daily scrum meetings: Between QA, development teams and product owner.

We also have a devops team who takes care of infrastructures needs such as setting up of Jenkins.

**Below is the process:**

At the onset of any sprint, the following two approaches are defined:

1. Definition of ready: DOR: It is defined by scrum team it means when a particular story is ready to pick. Following are the factors we considers for DOR.

* What to do? Business value
* Acceptable criteria is define and should be testable
* Story is estimated
* Common understanding in the team.
* Significance of story in terms of market need

1. Definition of Done: DOD: Following are the factors we considers for DOR.

* Non-functional requirements are met.
* Code review accepted
* Documents/ help files are written and updated
* Automation and manual tests are written and passed
* No known bugs
* Accepted by PO at alpha and beta stages
* Deployed to production and changes are merged to master branch

Next stage: Picking user stories from backlog. Generally product owner picks the user stories.

After that all the agile team sit together and do the sprint planning. Sprint planning includes going through all the picked up user stories one by one which are meant for particular release and put in to ‘Active Sprint’ and making sure that user stories in active sprint should have an acceptance criteria.

Next stage is doing estimation i.e. assigning points to user stories:

User stories points are followed as 1, 3, 5, 8, 13, 27 (ficconacci series) –

Then we play a poker game and used to get card with written numbers

6 people pick 5 number card and 2 pick 8 number card so story points is calculated as 5 points because of majority.

Everyone in group gives points to the stories based on their gut feeling and according to their knowledge about the application. For instance, developer (front end or backend developer) story points may be different from QA’s points. Then at the end combined effort is calculated.

One more thing here is that the numbers in the ficconacci series defines the complexity of user story. For instance, Higher the number higher the complexity.

Once the estimation is done and mutual understanding, then this story is moved as ‘Active Sprint’.

Now work gets started on active sprints. Agile team member do the following tasks on ‘Active Sprint’

1. Development: Does the coding
2. QA team: Manual test cases design, automation scripts design, test data preparation, test environment etc. Try to finish test cases on the basis of Acceptance criteria and submitted to product owner for review.

Test cases are designed on the basis of acceptance criteria as well on the basis of user story description.

Acceptance criteria / or what includes in acceptance criteria: Acceptance criteria of a particular user story is written in gherkin language as it is written in cucumber BDD tool.

1. Daily basis : 2 p.m. Scrum call/ or stand up call for 15-20 minutes:

2 minutes given to each member to speak regarding the status ( done in last 24 hours, future 24 hours going to be done, any blockers or no blockers). In case of blockers, we catch product owner.

Backlog grooming and refinement meeting: To refine the future user stories

1. Sprint completion: Sprint is marked completed on the basis of DOD defined during the sprint meeting, so once the sprint is completed, usually from QA team gives the demo to product owner or business.
2. Sprint review meeting: Velocity is calculated during the sprint review meeting. Velocity means how much percentage or progress has been made in particular sprint.

For instance , there are 5 user stories with each having 1,3,5,7,11 story points respectively and team could complete only first three user stories having 1,3,5 story points.

Total story points = 1+3+5+7+11 = 27

Completed story points = 1+3+5=9

So velocity = 27/9\*100= 30 %

1. Sprint retrospective: What went wrong (e.g. acceptance criteria was not defined properly etc.), another improvements required, areas of improvements, achievements. Bottlenecks , raising questions e.g. build was not available, wrong estimations etc. etc.

Different terminologies:

Backlog:

Current/ or active sprint on the dashboard