1.Agile Project Planning - Create a one-page project plan for a new software feature using Agile planning techniques. Include backlog items with estimated story points and a prioritized list of user stories.

Ans.

1.Project Plan:

To enable users to easily schedule and manage appointments directly within the application.

2. Project Scope: Appointment scheduling, calendar integration, reminders, user notifications, basic reporting.

3. Agile Methodology:

- **Scrum** will be used as the Agile framework.
- **Sprint Duration:** 2 weeks

4. Team: Product Owner, Scrum Master, Development Team (Developers, QA Engineer)

5. Product Backlog:

Backlog Item	Description	Story Points	Priority
User Story 1	As a user, I want to be able to create new appointments with date, time, and duration.	5	High
User Story 2	As a user, I want to be able to view my scheduled appointments in a calendar view.	3	Moderate
User Story 3	As a user, I want to receive email/push notifications for upcoming appointments.	8	Low
User Story 4	As a user, I want to be able to reschedule or cancel appointments.	5	High
User Story 5	As a user, I want to be able to add notes or descriptions to appointments.	2	Low
User Story 6	As a user, I want to be able to search for and filter appointments by date, time, or client.	8	Moderate

6. Sprint Planning:

- The Product Owner will prioritize the Product Backlog based on value and risk.
- The Development Team will select a subset of User Stories from the top of the prioritized list for the first Sprint.
- Sprint Goals will be defined.

7. Sprint Execution:

- Daily Stand-up meetings will be held to review progress, identify roadblocks, and adjust plans as needed.
- The Development Team will focus on delivering the selected User Stories within the Sprint timebox.
- The QA Engineer will conduct thorough testing throughout the Sprint.

8. Sprint Review:

- A Sprint Review meeting will be held to demonstrate the completed work to stakeholders and gather feedback.

9. Sprint Retrospective:

- A Sprint Retrospective meeting will be held for the team to reflect on the Sprint process, identify areas for improvement, and adjust their approach for future Sprints.

10. Release Criteria: Successful completion of all critical User Stories, successful completion of all testing, approval from stakeholders.

11. Communication:

- Regular communication will be maintained throughout the project using tools such as project management software, instant messaging, and email.

12. Risk Management:

- Potential risks will be identified and mitigation strategies will be developed.
- Regular risk assessments will be conducted.

2. Daily Standup Simulation - Write a script for a Daily Standup meeting for a development team working on the software feature from Assignment 1. Address a common challenge and incorporate a solution into the communication flow.

Ans.

1. Welcome & Introductions

- **Scrum Master:** "Good morning/afternoon everyone. Welcome to the Daily Standup. Let's quickly go around and see what everyone worked on yesterday, what they plan to work on today, and if they're facing any roadblocks."

2. Team Updates

- **Developer 1:** "Yesterday, I finished implementing the appointment creation functionality and started working on the calendar view integration. Today, I'll finish the calendar view and begin unit testing."
- **Developer 2:** "I spent yesterday resolving a bug related to date/time formatting inconsistencies. Today, I'll work on implementing the appointment reminders feature."
- **QA Engineer:** "Yesterday, I completed the testing for the appointment creation feature and identified a minor UI bug. I'll fix the bug today and start testing the calendar view."

3. Addressing a Common Challenge: Integration Issues

- **Developer 1:** "I'm encountering some challenges integrating the calendar view with the backend data. I'm not sure if the data is being fetched correctly."
- **Scrum Master:** "Let's address this together. Have you tried debugging the data fetching process? Can you share your code with the team for a quick code review?"
- **Developer 1:** "I've tried debugging, but I'm still unsure. I can share my code on [Collaboration Tool - e.g., GitLab, GitHub] for review."
- **Scrum Master:** "Great. Developer 2, could you please take a look at Developer 1's code and see if you spot any issues? QA Engineer, perhaps you can also provide some insights based on your testing."
- **Developer 2:** "Sure, I'll review the code and see if I can find any issues. I might have some suggestions on how to improve the data handling."

4. Action Items & Next Steps

- **Scrum Master:** "Based on our discussion, let's ensure that Developer 1 has the necessary support to resolve the integration issue. We'll schedule a brief code review session after the meeting."
- **Scrum Master:** "Let's keep the momentum going and aim to resolve the integration issue as quickly as possible. Any other roadblocks or concerns?"

5. End of Meeting

- **Scrum Master:** "Thank you all for the productive discussion. Let's continue working diligently and strive to achieve our Sprint Goals."

Key Points:

- **Focus on Actionable Items:** The meeting focuses on identifying and resolving roadblocks, ensuring progress, and keeping the team aligned.
- **Collaborative Problem Solving:** The team actively collaborates to address the integration issue, demonstrating a supportive and collaborative environment.
- **Open Communication:** The team openly discusses challenges and seeks help from each other, fostering a culture of transparency and knowledge sharing.
- **Time-Boxing:** The meeting is kept concise to avoid unnecessary time consumption.