

A Guide for Practicing Scrum with Jira Software

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1 Introduction

This document is a practical guide for using Jira and Confluence during the graduation projects in the Information Technology department, College of Computer and Information Science, King Saud university.

This guide is only intended to provide the students with guidelines on how Jira can be used when applying scrum framework in their software projects, thus, it is a non-exhaustive, step-by-step guide. Students are encouraged to explore the many resources available online on using these tools effectively.

2 Scrum

Scrum is a framework that implements an agile methodology to develop software in an iterative and incremental process.

In Scrum, a software product is developed in a number of iterations called *Sprints*. Sprints break down big, complex projects into a more manageable product increments and give the scrum team more flexibility to adapt to change.

Scrum defines 3 roles, 3 artifacts, and 5 events to help teams in structuring and managing their work. Refer to the [Scrum Guide](#) for detailed description.

2.1 Scrum Team

- **Developers:** are the students who are responsible for creating a usable Product Increment each Sprint.
- **Product Owner:** is the project supervisor who is responsible for guiding the students on the accomplishment of the project goals and objectives.
- **Scrum Master:** is responsible for helping everyone understand Scrum theory and practice. Every project is assigned a scrum master.

2.2 Scrum Artifacts

- **Product Backlog:** is a prioritized list of work to be done by the developers that is derived from the product roadmap and its requirements. The most important items are shown at the top of the product backlog so the team knows what to deliver first.
- **Sprint Backlog:** is composed of the Sprint Goal (why), the set of Product Backlog items selected for the Sprint (what), as well as an actionable plan for delivering the Increment (how).
- **Product Increment:** is what get delivered by the end of each Sprint. An Increment is a concrete stepping stone toward the Product Goal. Each Increment is additive to all prior Increments and thoroughly verified, ensuring that all Increments work together.

Work cannot be considered part of an Increment unless it meets the *Definition of Done*. The Definition of Done is a formal description of the state of the Increment when it meets the quality measures required for the product.

The Definition of Done creates transparency by providing everyone a shared understanding of what work was completed as part of the Increment. If a Product Backlog item does not meet the Definition of Done, it cannot be released or even presented at the Sprint Review. Instead, it returns to the Product Backlog for future consideration.

2.3 Scrum Events

- **Sprint:** is a fixed length (1 to 4 weeks) period in which a scrum team works to complete a predefined amount of work. A new Sprint starts immediately after the conclusion of the previous Sprint.
- **Sprint Planning:** initiates the Sprint by laying out the work to be performed for the Sprint. During the sprint planning, the whole Scrum Team collaborates to define a Sprint Goal that communicates why the Sprint is valuable to stakeholders. Then, the Developers together with the Product Owner select items from the Product Backlog to include in the current Sprint. For each selected Product Backlog item, the Developers plan how to get the work done.

The Sprint Goal, the Product Backlog items selected for the Sprint, and the plan for delivering them constitute the Sprint Backlog.

- **Daily Scrum:** is a 15-minute daily meeting for the Developers to inspect their progress toward the Sprint Goal, raise any blockers, and produce an actionable plan for the next day of work.
- **Sprint Review:** is held at the end of each Sprint to inspect the outcome of the Sprint and determine future adaptations. The Scrum Team presents the results of their work to key stakeholders and progress toward the Product Goal is discussed.

During the Sprint Review, the Product Backlog may be adjusted to reflect stakeholders and customer feedback.

- **Sprint Retrospective:** is when the Scrum Team reflects on the previous Sprint to become more effective. The Scrum Team discusses what went well during the Sprint, what problems it encountered, and how those problems were (or were not) solved.

3 Using Jira with Scrum

Jira is a project management software that can be used for scrum management, including creating scrum projects, creating a product backlog and adding user stories to it, planning sprints, keeping track of your progress, and distributing work across team members.

During your graduation project, you will use Jira for:

- Creating a Scrum project,
- Creating a Product Backlog for your product,
- Creating a Sprint and a Sprint Backlog for each sprint,
- Tracking your progress through Scrum board,
- Documenting your meetings in Confluence pages;
- Connecting your GitHub code repository to Jira.

3.1 Creating a Scrum Project

In each graduation project, only one Scrum project is created in Jira. The team leader can start by creating a free account and a scrum project, and invite other team members (including the supervisor and the scrum master) to the project. Following the free plan, you can invite up to 10 users (every team member should have only one account).

In the following, you can find screenshots of the steps required for creating the account and the scrum project. Please note that only the team leader needs to perform them. Use [this link](#) to create your account and the Scrum project.

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Jira Service Management
High-velocity ITSM
Empower Dev and Ops teams to collaborate at high-velocity, so they can respond to business changes and deliver service experiences fast.

Larger team? Compare plans

Next

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- ✓ Scale agile practices
- ✓ Consolidate workflows
- ✓ Expand visibility
- ✓ Plan, track, and release

Get started
Free for up to 10 users

Continue with Google OR **Sign up with email**

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When filling up your information, use your full name as your Jira account will be used for evaluation.

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- ✓ Scale agile practices
- ✓ Consolidate workflows
- ✓ Expand visibility
- ✓ Plan, track, and release

Fill up your information and click 'Agree' →

Get started
Free for up to 10 users

Continue with Google OR

Work email

Full name

By clicking below, you agree to the Atlassian Cloud Terms of Service and Privacy Policy.

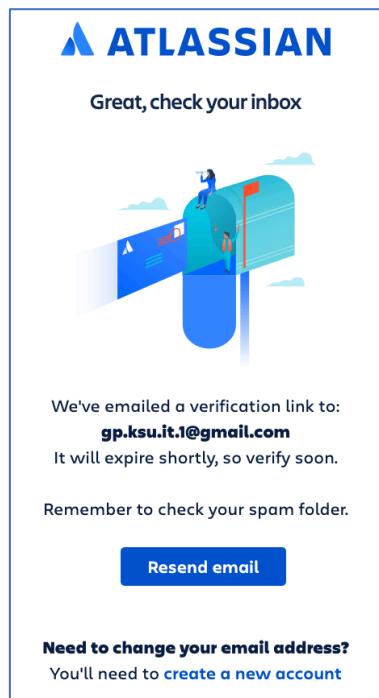
Agree

NO CREDIT CARD REQUIRED

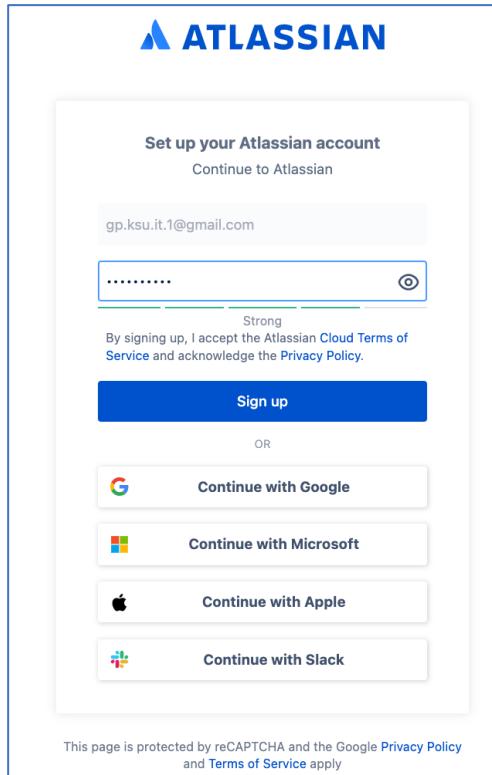
This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

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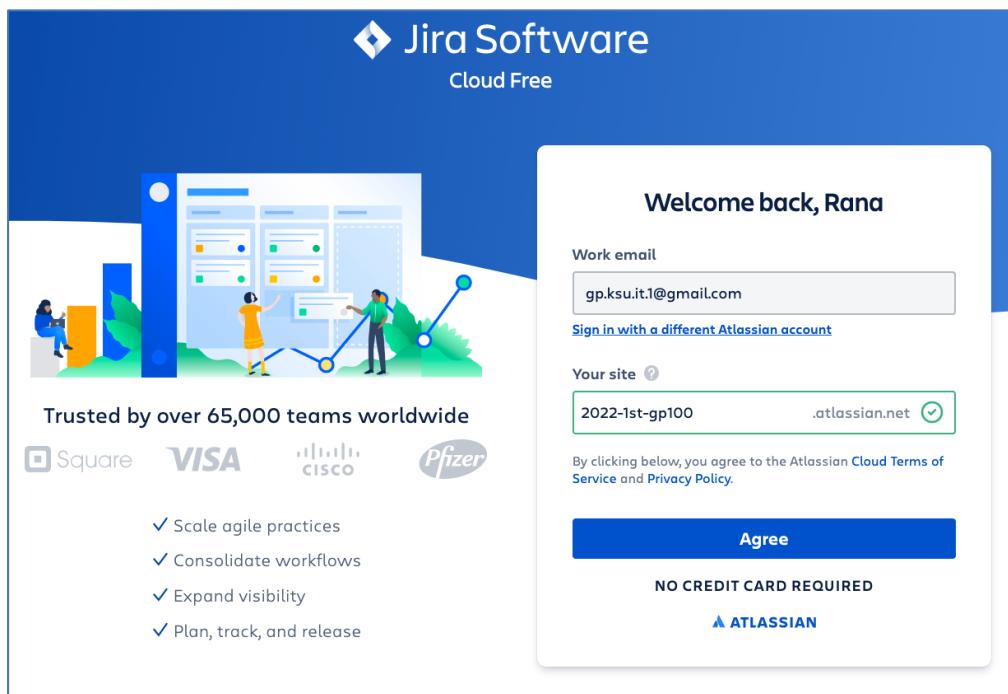
After clicking “Agree”, a verification link will be sent to your email.



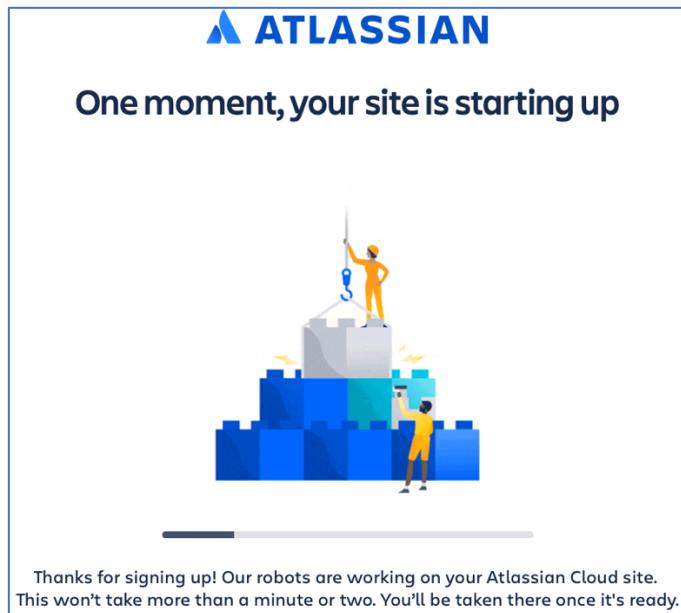
Once you have verified your email, the following screen will be displayed. You will be asked to enter a password.



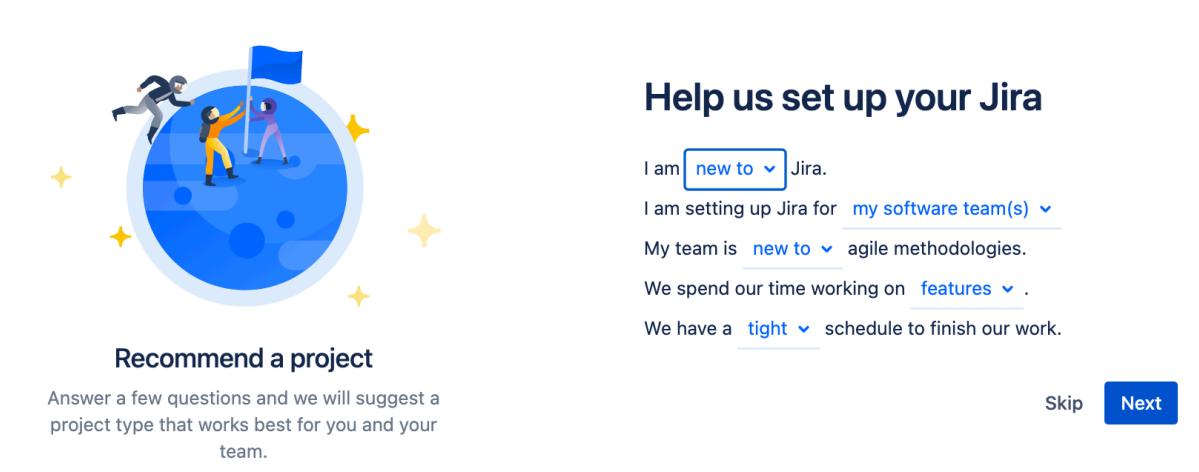
After entering your password, you will be displayed the following page where you can choose a name for your Atlassian site. Enter the following name for your space: ‘2022-1st-gp##’ and replace ## with the number of your project. The Atlassian site is only used to manage the Atlassian products you use, it will not affect the naming of your project.



You can skip the questions asked after clicking “Agree”. Your Atlassian site will be built.



Next, answer the questions displayed as shown in the screenshot below.



The screenshot shows the initial setup screen for Jira. It features a circular icon with two people, one running and one holding a flag, set against a blue background with yellow stars. Below the icon, the text "Recommend a project" is displayed. A callout box contains the text: "Answer a few questions and we will suggest a project type that works best for you and your team." To the right, the heading "Help us set up your Jira" is followed by several dropdown menus and input fields:

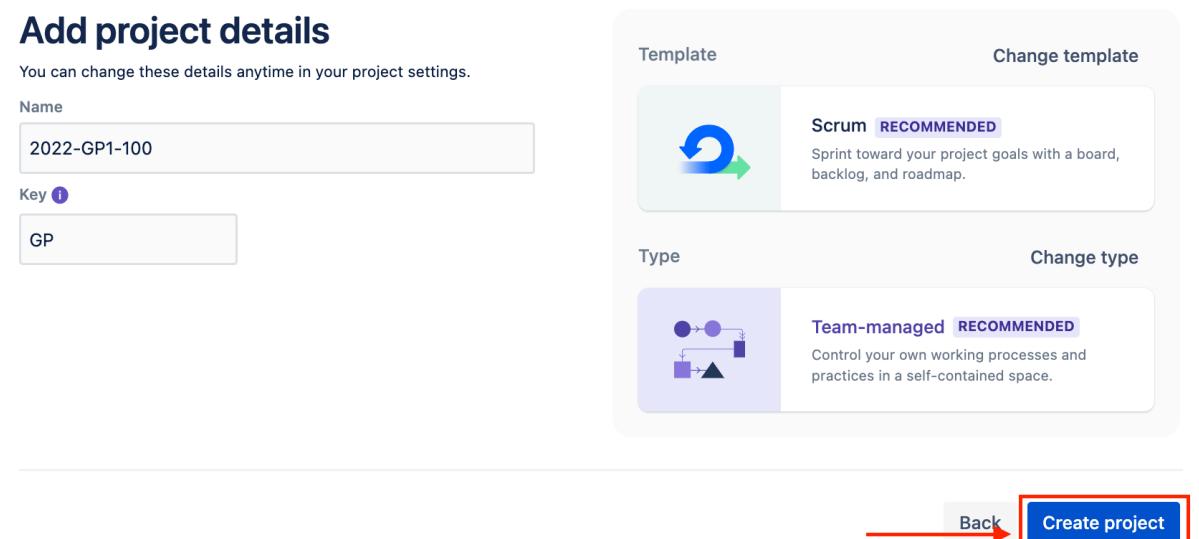
- I am **new to** Jira.
- I am setting up Jira for **my software team(s)**.
- My team is **new to** agile methodologies.
- We spend our time working on **features**.
- We have a **tight** schedule to finish our work.

At the bottom right are "Skip" and "Next" buttons.

Based on the given answers, a ‘Scrum’ project template of type ‘Team-managed’ will be recommended as shown below.

Enter your project details. Enter the following name for your project: ‘2022-GP1-##’ and replace ## with the number of your project.

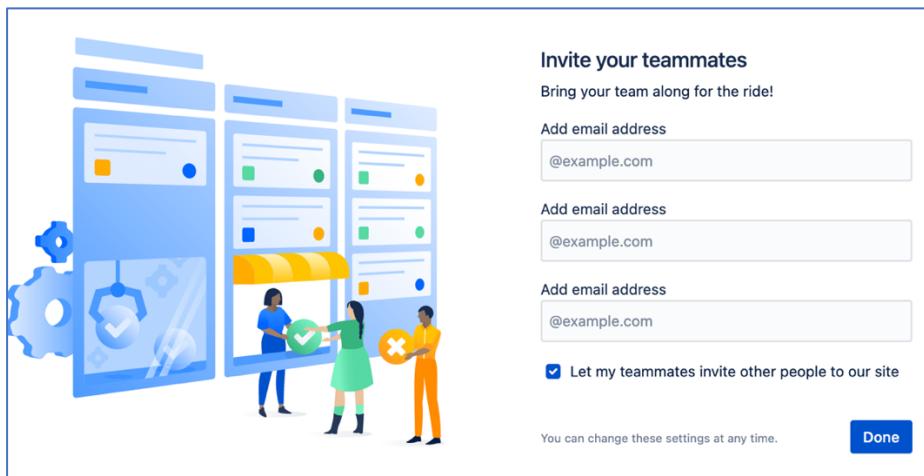
The project key is the prefix for Jira tasks that you will create later within that Project.



The screenshot shows the “Add project details” page. On the left, there are input fields for “Name” (2022-GP1-100) and “Key” (GP). On the right, there are two sections: “Template” and “Type”. The “Template” section shows a “Scrum RECOMMENDED” card with the description: “Sprint toward your project goals with a board, backlog, and roadmap.” The “Type” section shows a “Team-managed RECOMMENDED” card with the description: “Control your own working processes and practices in a self-contained space.” At the bottom right, there are “Back” and “Create project” buttons, with a red arrow pointing to the “Create project” button.

Next, you can invite your teammates by adding their emails. You can also add them later through the project page.

For the teammates who were invited by the team leader, they will receive an invitation via their emails. By following the link in the email, they can create an account in Jira. And they can view the project they were added to.



Now, your scrum project is set and ready to go.

Your work

Your Atlassian site

Recent projects

2022-GP1-100

QUICK LINKS

My open issues

Done issues

1 board

Worked on Viewed Assigned to me 0 Starred

By clicking on the project, you can view the main project window.

You can log-in into your Jira account at any time through the following [link](#).

3.2 Jira Issues

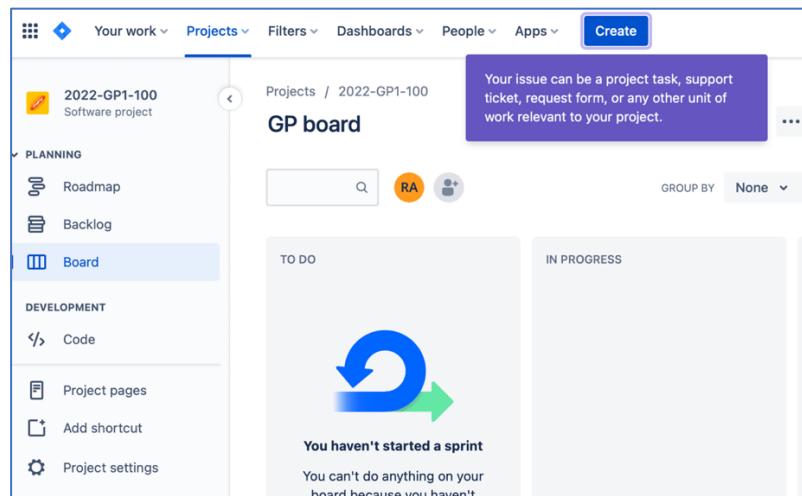
The building blocks of any Jira project are issues. Issues are used to track individual pieces of work that must be completed. In Jira Software, issues typically represent product features, user stories, and software bugs.

3.3 Creating a Product Backlog

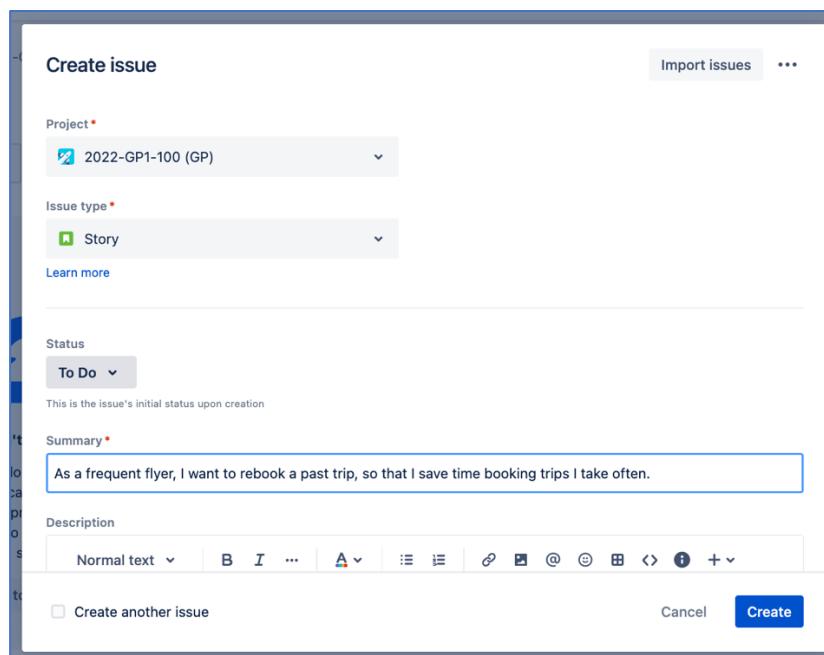
Once you have created your project, you will have an empty product backlog. You can start creating user stories as Jira issues and prioritizing them in your product backlog.

User stories are created in Jira as Issues of type ‘Story’.

You can create a new user story in Jira by selecting the option to create a new issue (as shown below). When choosing the issue type, you need to pick ‘Story’. You can then use the summary field to fill it with the user story itself. You can also assign the user story to a particular team member to work on it in the ‘Assignee’ field, or you can leave it unassigned to be assigned later. You can add ‘Story point estimate’ which are units of measure for expressing an estimate of the overall effort required to fully implement the user story or any other piece of work.

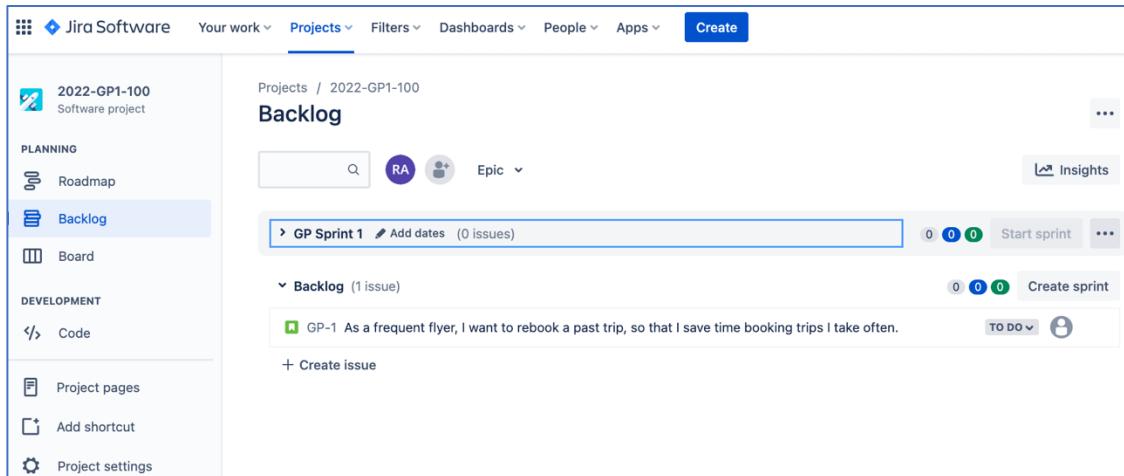


The screenshot shows the Jira 'GP board' interface. At the top, there's a navigation bar with 'Your work', 'Projects', 'Filters', 'Dashboards', 'People', 'Apps', and a 'Create' button. Below the navigation is a purple banner stating: 'Your issue can be a project task, support ticket, request form, or any other unit of work relevant to your project.' On the left, a sidebar menu includes 'Planning' (selected), 'Roadmap', 'Backlog', 'Board' (selected), 'Development' (Code), 'Project pages', 'Add shortcut', and 'Project settings'. The main area shows a 'TO DO' column and an 'IN PROGRESS' column. A large blue circular arrow icon is centered between them. Below the columns, a message says: 'You haven't started a sprint' and 'You can't do anything on your board because you haven't'.



The screenshot shows the 'Create issue' dialog box. It has fields for 'Project' (set to '2022-GP1-100 (GP)'), 'Issue type' (set to 'Story'), 'Status' (set to 'To Do'), 'Summary' (containing the text 'As a frequent flyer, I want to rebook a past trip, so that I save time booking trips I take often.'), and a 'Description' rich text editor. At the bottom, there are buttons for 'Cancel' and 'Create'.

Once you have created the user story, you will be able to see it on the Product ‘Backlog’ page.



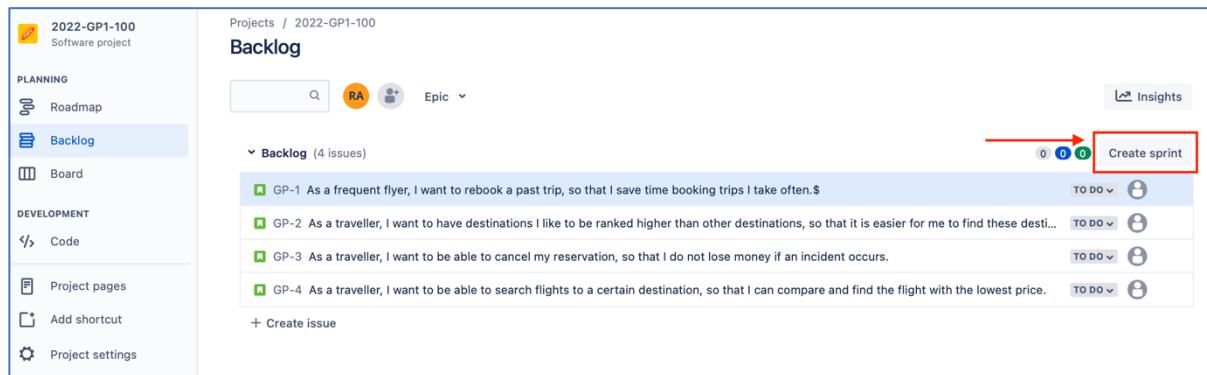
The screenshot shows the Jira Software interface for the '2022-GP1-100' project. The 'Backlog' tab is selected in the sidebar. A single user story, 'GP-1 As a frequent flyer, I want to rebook a past trip, so that I save time booking trips I take often.', is listed under the 'Backlog' section. The 'Create sprint' button is visible at the top right of the backlog area.

You can edit the issue details (e.g., assigning it to a team member and adding story points) by clicking on it. You can prioritize the backlog by dragging and dropping issues to rank them.

3.4 Creating a Sprint and a Sprint Backlog

Before starting a Sprint, you should hold the sprint planning meeting with your supervisor and the rest of your team to create the Sprint Backlog.

To create a Sprint in Jira, click ‘Create sprint’¹, then drag and drop issues (user stories) from your Product Backlog, which you plan to work on during this sprint, into your new Sprint Backlog. You can also drag and drop the horizontal divider to add or remove multiple issues. You can also add an issue to the Sprint by editing the issue and updating the ‘Sprint’ field.



The screenshot shows the Jira Software interface for the '2022-GP1-100' project. The 'Backlog' tab is selected in the sidebar. Four user stories are listed under the 'Backlog' section. A red arrow points to the 'Create sprint' button at the top right of the backlog area, which is highlighted with a red box.

¹ Sprint 1 is created by default when creating the project.

The screenshot shows the Jira Software interface for the project "2022-GP1-100". The left sidebar has "Backlog" selected under "PLANNING". The main area shows the "Backlog" section with a sub-section for "GP Sprint 1" (13 Feb – 27 Feb, 0 issues). A placeholder message says "Plan your sprint" with instructions to drag issues from the backlog or create new ones. Below this is the "Backlog" section with 4 issues: GP-1, GP-2, GP-3, and GP-4. Each issue has a "TO DO" status indicator.

This screenshot is identical to the one above, but the "Backlog" section now shows 2 issues instead of 4, indicating that GP-1, GP-2, and GP-3 have been moved to the "TO DO" column.

When the Sprint Backlog is complete, click Start sprint (on the start date specified in the calendar), and specify the Sprint name, duration, start date, and the Sprint Goal.

3.5 Tracking Project Progress

Once you have started a Sprint, you can view the active Sprint in the Scrum ‘Board’ tab.

The screenshot shows the Jira Scrum Board interface for project '2022-GP1-100'. The sidebar on the left includes options like Roadmap, Backlog, and Board (which is selected). The main area displays three columns: 'TO DO 2 ISSUES', 'IN PROGRESS', and 'DONE'. The 'TO DO' column contains two items: 'As a frequent flyer, I want to rebook a past trip, so that I save time booking trips I take often.' (GP-1) and 'As a traveller, I want to have destinations I like to be ranked higher than other destinations, so that it is easier for me to find these destinations.' (GP-2). The 'IN PROGRESS' and 'DONE' columns are currently empty. At the top right, there are buttons for 'Complete sprint' and '...'. A status bar at the bottom indicates '10 days remaining'.

Through this board, your team will work to pick up items from the to-do column and move them into in-progress and eventually, done!

You can use the active sprints of your scrum board during the daily standup, so that each member can view the tasks they are working on.

When the Sprint is complete (i.e., the specified Sprint duration has elapsed and the Sprint Review meeting has been done), click the ‘Complete sprint’ button. If the sprint has incomplete issues, you can either move the issues back to the product backlog or to create a new sprint and then move the incomplete issues to the new sprint.

After the Sprint is completed, you can view a report on what has been done in that Sprint through ‘Reports’ feature in the Jira project. To enable that feature, go the ‘Project settings’ on the left sidebar, then select ‘Features’ and enable ‘Reports’ (as shown below).

The screenshot shows the Jira Project Settings page for project 'GP trial'. The sidebar on the left includes options like Roadmap, Backlog (selected), and Project settings. A red arrow points to the 'Project settings' option. The main area shows the 'Backlog' section with two issues listed: 'GP-3 As a traveller, I want to be able to cancel my reservations' and 'GP-4 As a traveller, I want to be able to search flights to a destination'. There is also a '+ Create issue' button.

GP trial
Software project

Back to project

Project settings

- Details
- Board
- Access
- Issue types
- Automation
- Notifications
- Features** ← 2

Details

Projects / GP trial / Project settings

Name: GP trial
Key: GP

GP trial
Software project

Back to project

Project settings

- Details
- Board
- Access
- Issue types
- Automation
- Notifications
- Features**

You're in a team-managed project

Backlog

Plan and prioritize your team's work in a dedicated space. [Learn more about Backlog](#)

Board

View, track and manage work as it makes its way through your team's process. [Learn more about Board](#)

Reports

Analyze and track your team's work by reporting on the project's activity. [Learn more about Reports](#) 3

Issue navigator

Browse a list of issues in your project. Use the built-in filters and text search to find issues. [Learn more about Issue navigator](#)

Once you have enabled the Reports feature, you can view the reports on completed sprints through 'Reports' on the left sidebar and by selecting 'Sprint burndown chart' (as shown below).

2022-GP1-100
Software project

Projects / 2022-GP1-100

GP board

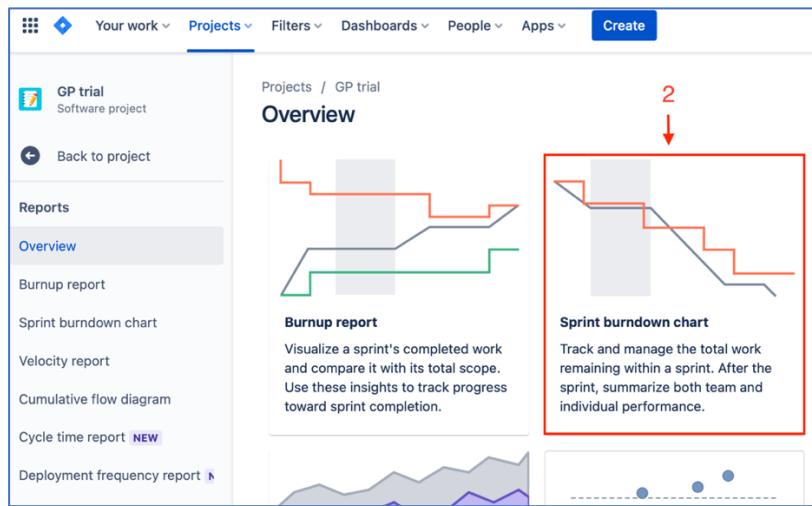
PLANNING

- Roadmap
- Backlog
- Board**
- Reports** ← 1

DEVELOPMENT

- Code

TO DO



You can also view a list of the issues in your project, and filter them to find what you need through the project issue navigator. To enable the issue navigator, go to the 'Project settings' on the left sidebar, then select 'Features' and enable 'Issue navigator'.

Once you have enabled the issue navigator, choose 'Issues' in the project sidebar to view the issues of your project and search them based on their type, status, assignee etc.

The screenshot shows the Jira Project Settings page for the 'GP trial' project. On the left sidebar, under 'Features', the 'Issue navigator' option is selected. The toggle switch next to 'Issue navigator' is highlighted with a red box.

The screenshot shows the Jira Issues page for the 'GP trial' project. On the left sidebar, under 'Issues', the 'Issues' option is selected. The main content area displays a table of four issues:

Type	Key	Summary	Assignee	Reporter
GP	GP-4	As a traveller, I want to be able to search flights to a certain destination, so that I can compare and find the flight with the lowest price.	Rana Mohammed	Rana Alkadhi
GP	GP-3	As a traveller, I want to be able to cancel my reservation, so that I do not lose money if an incident occurs.	Rana Mohammed	Rana Alkadhi
GP	GP-2	As a traveller, I want to have destinations I like to be ranked higher than other destinations, so that it is easier for me to find these destinations.	Unassigned	Rana Alkadhi
GP	GP-1	As a frequent flyer, I want to rebook a past trip, so that I save time booking trips I take often.	Rana Alkadhi	Rana Alkadhi

4 Documenting Meetings in Confluence

To document your meeting notes and Sprint reviews, you should use Confluence pages.

You can choose from the available page templates in Confluence. Use the following template to document your meetings:

- **Meeting notes:** To set meeting agendas, take notes, share action items with your team, and document made decisions. Use this template to document your weekly meetings with your supervisor and the Sprint review meeting at the end of each Sprint.

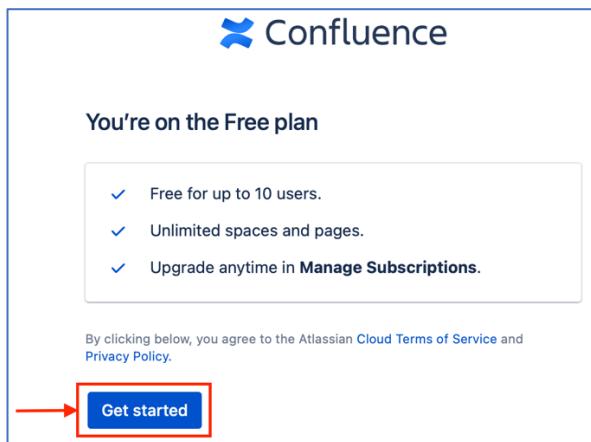
To start creating Confluence pages, select ‘Project pages’ from the sidebar. Then, you will be displayed the following page.

The screenshot shows the Confluence 'Project pages' interface. On the left, there's a sidebar with project navigation: GP trial (Software project), Roadmap, Backlog, Board, Code, Project pages (selected), Add shortcut, and Project settings. Below the sidebar, it says 'You're in a team-managed project' and has a 'Learn more' link. The main area is titled 'Project pages TRY'. It features a large preview window with the heading 'Start from scratch with a blank page'. The preview text says: 'Pages are the place to capture all your important information. Start with a blank page and add rich content such as tasks, images, macros, Jira Software issues, and roadmaps.' Below this is a note about '@mention'. At the bottom of the preview window are 'Learn more' and 'Try this template in Confluence' buttons. To the right of the preview is a 'Preview templates' sidebar with a heading 'POPULAR WITH TEAMS LIKE YOURS'. It lists five templates with icons: 'Blank page' (document icon), 'Product requirements' (list icon), 'Decision' (trend icon), 'Meeting notes' (handshake icon), and 'Retrospective' (chat icon). Each template has a brief description below its name.

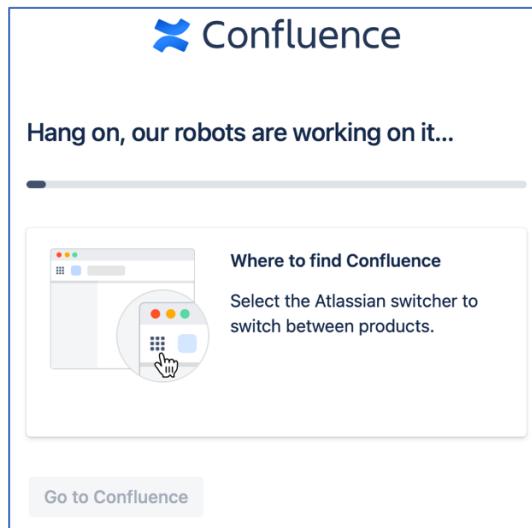
From the templates on the right sidebar, select ‘Meeting notes’ and click ‘Try this template in Confluence’.

This screenshot is similar to the previous one but focuses on the 'Meeting notes' template. The main preview window now displays the 'Create meeting notes and agendas' section. It includes fields for 'Date' (set to '15 Jun, 2020'), 'Participants' (with a note about using '@mention' names), 'Goals' (with a note about setting clear goals), and 'Discussion topics'. Below these sections are 'Unlock templates, project pages, and more.', 'Learn more', and a prominent 'Try this template in Confluence' button, which is highlighted with a red box and a red arrow pointing to it. The right sidebar with the 'Preview templates' list is also visible.

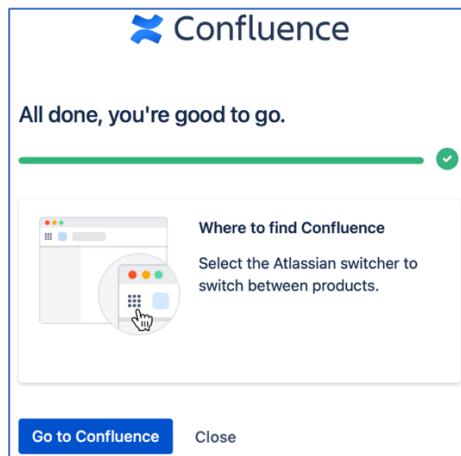
Next, click ‘Get started’ to create an account on Confluence.



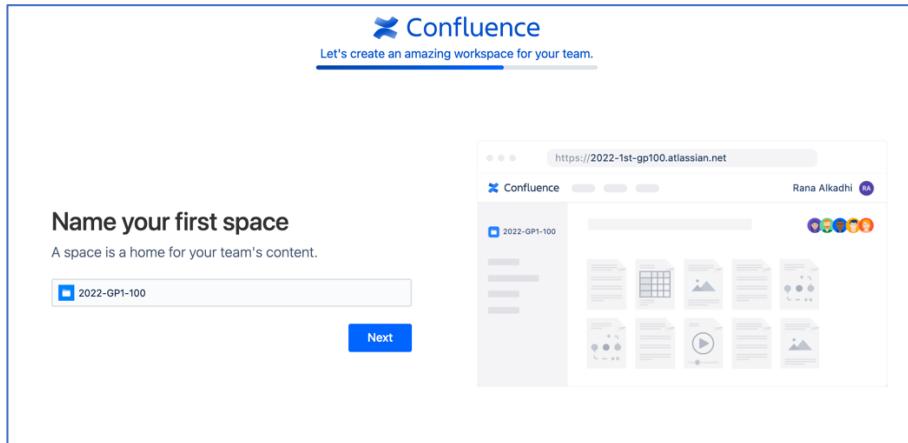
Now, your Confluence space is being prepared.



Once it is ready, click on ‘Go to Confluence’ button.



Skip the questions asked and enter a name for your Confluence space and click ‘Next’.



Now, your Confluence space is ready. You can create new meeting notes page by clicking the ‘+’ sign as shown below.

The screenshot shows the Confluence dashboard for the '2022-GP1-100' space. On the left, there's a sidebar with 'Space Settings', 'SHORTCUTS', and a 'Pages' section containing a list of pages like 'How-to articles', 'Meeting notes', and 'Master project doc...'. A red box highlights the '+' icon next to 'Meeting notes', and a red arrow points to it from the bottom-left. The main content area displays a 'Meeting notes' page card with details such as 'Created by Rana Alkadhi', 'Date: Participants', and 'Updated 5 minutes ago'. To the right, there's a 'Confluence Quickstart' sidebar with sections for 'Jira Software & Confluence' and 'Supercharge your documentation'.

You'll be redirected to the page editing window, where you can use one of the already existing templates by entering the name of the template on the search field on the left sidebar as shown below.

The screenshot shows the Confluence page editing window for the 'Meeting notes' template. The left sidebar has a search bar with 'meeting notes' typed into it, highlighted with a red box and a red arrow pointing to it. The main content area shows a blank page with the title 'Give this page a title' and some placeholder text. On the right, there's a 'Templates' sidebar with a search bar, a list of templates including 'Meeting notes' and 'Weekly meeting notes', and a 'Sort by' dropdown set to 'Recommended'.

You can choose ‘Meeting notes’ template to document your meeting minutes and Sprint Review meetings.

Now, you can edit your meeting notes page. Once it is complete, choose to publish it.

The screenshot shows the Confluence editor interface. A red box highlights the 'Publish' button in the top right corner of the toolbar. A sidebar menu is open on the right, titled 'Learn the basics'. It includes sections for 'Templates', 'Slash commands', 'Table manipulation', 'Image display', and 'Columns'. A red arrow points from the 'Learn the basics' title towards the 'Publish' button. The main content area displays a meeting note titled '2022-01-30 Meeting notes' with sections for Date (Jan 30, 2022), Participants (@Rana Alkadhi), Goals, and Discussion topics. A navigation bar at the bottom includes tabs for Time, Item, Presenter, and Notes.

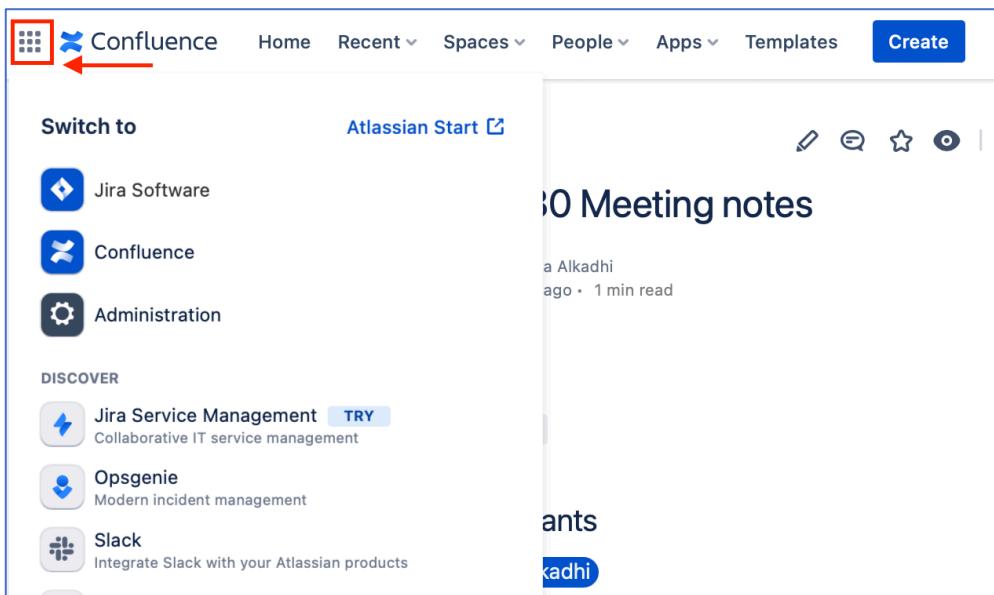
Your newly created page will appear on the left sidebar under ‘Meeting notes’ tab.

The screenshot shows the Confluence sidebar. A red box highlights the 'Meeting notes (2)' item in the 'SHORTCUTS' section. Below it, a list of pages includes 'How-to article', 'Meeting notes', and '2022-09-18 Meet...'. A red arrow points from the '2022-09-18 Meet...' link towards the main content area. The main content area shows a meeting note titled '2022-09-18 Meeting notes' with sections for Date (Sep 18, 2022), Participants (@Rana Alkadhi), and Goals.

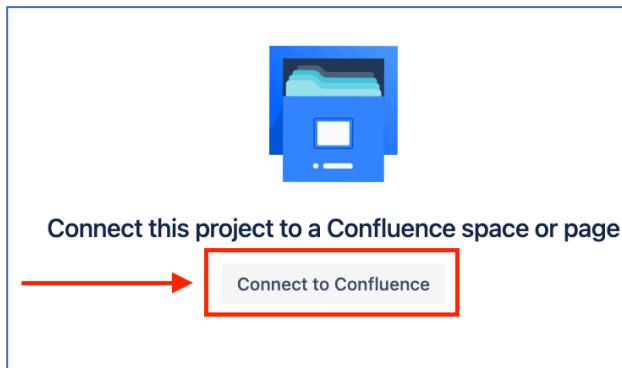
You can also edit an already created page by clicking on it and click on the pencil icon as shown below.

The screenshot shows the Confluence sidebar. A red box highlights the 'Meeting notes' item in the 'SPACE SHORTCUTS' section. Below it, a list of pages includes 'Meeting notes' and '2022-01-30 Meeting...'. A red arrow points from the '2022-01-30 Meeting...' link towards the main content area. The main content area shows a meeting note titled '2022-01-30 Meeting notes' with sections for Date (Jan 30, 2022), Participants (@Rana Alkadhi), and Goals. The 'Edit' icon (pencil) in the top right corner of the main content area is highlighted with a red box and an arrow pointing to it.

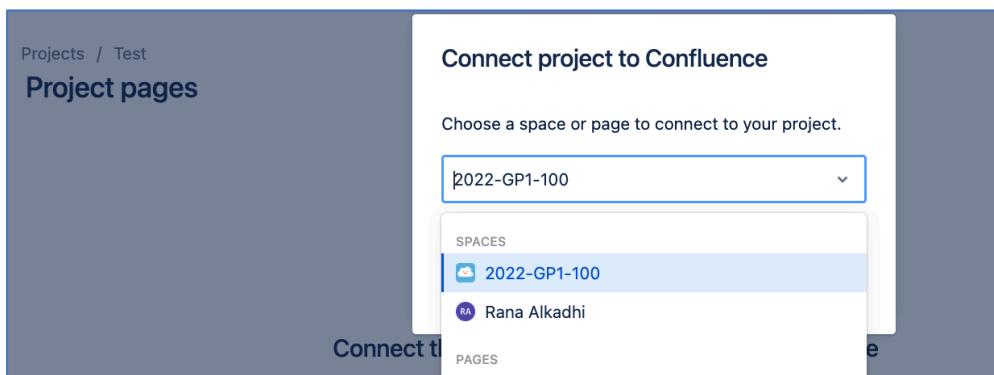
You can switch back to your Jira project form the upper left corner as shown below.



From your Jira project, you can link the created Confluence space to your Jira project from the 'Project Pages' tab.



And select the Confluence space that you have just created.



You can view your created Confluence pages on the ‘Project pages’ tab of your Jira project.

The screenshot shows the 'Project pages' section of a Jira project. On the left, there's a sidebar with project navigation: PLANNING (Roadmap, Backlog, Board, Reports), DEVELOPMENT (Code), and CONFLUENCE (Project pages, Add shortcut, Project settings). The 'Project pages' item is highlighted. The main area displays a list of documents:

- Meeting notes:**
 - 2022-01-29 Meeting notes
 - 2022-01-30 Meeting notes
 - 2022-01-31 Meeting notes
- Sprint Reviews:**
 - Sprint-0 Review
 - Sprint-1 Review
- Submitted Documents:**
 - Proposal
 - Sprint-0

Each document entry includes a small profile icon, the document name, and a timestamp indicating when it was created or updated.

Your project Confluence page should be organized as follows (as shown in the figure below):

- Meeting notes:** You should document every weekly meeting with your supervisor in a meeting notes Confluence page and save it under the ‘Meeting notes’.
- Sprint Reviews:** At the end of each sprint, you should document the feedback given by your supervisor, and stakeholders in a meeting notes confluence page and save it under the ‘Sprint Reviews’.
- Submitted documents:** Any documents submitted via LMS should be uploaded also here as a PDF files. This can be done by creating a Confluence page and drag and drop the PDF file directly onto the page. Further information on uploading PDF files to Confluence can be found [here](#).

The screenshot is similar to the previous one, showing the 'Project pages' section of a Jira project. Red annotations provide specific instructions:

- A red box highlights the 'Meeting notes' section, with a red arrow pointing to it from the text: "Every meeting with your supervisor should be documented in a Confluence page under 'Meeting notes'".
- A red box highlights the 'Sprint Reviews' section, with a red arrow pointing to it from the text: "All feedback given from your Scrum Master, Supervisor, and Stakeholders during Sprint reviews should be documented in a Confluence page under 'Sprint Reviews'".
- A red box highlights the 'Submitted Documents' section, with a red arrow pointing to it from the text: "Any documents submitted via LMS should be uploaded here as well as a PDF files.".

The rest of the interface is identical to the first screenshot, showing a list of documents under these three categories.

To create the tree structure in Confluence, in which you group a number of related pages together such as ‘Sprint Reviews’ and ‘Submitted Documents’, first you add a new page as shown below.

The screenshot shows the Confluence 'Pages' section. On the left, there's a sidebar with 'Overview', 'Blog', 'Space Settings', 'SPACE SHORTCUTS' (Meeting notes), and 'Pages'. The 'Pages' item has a red box around its '+' icon. A red arrow points from this icon to the main content area. The main content area shows a list of pages: '2022-01-29 Meeting notes' (with details: Created by Rana Alkadhi, Date 2022-01-30, Participants Rana Alkadhi..., Goals, Updated 25 minutes ago). Below it is a placeholder for a new page.

Then, you name the page, for example ‘Submitted Documents’, and you publish it.

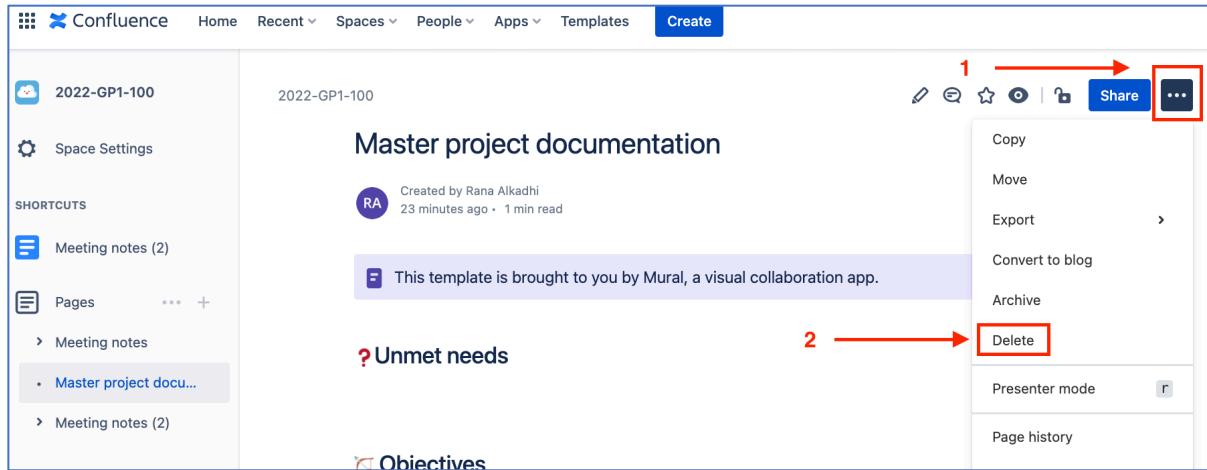
The screenshot shows the Confluence editor with a new page titled 'Submitted Documents'. The toolbar at the top includes 'Normal text', 'B', 'I', 'A', 'E', 'H', 'L', 'T', 'U', 'S', 'C', 'P', 'R', 'M', 'D', 'F', 'G', 'H', 'I', 'O', 'P', 'Q', 'R', 'S', 'T', 'U', 'V', 'W', 'X', 'Y', 'Z', 'RA', '+', 'Search', 'Publish', 'Close', 'Templates', and 'Import'. The 'Publish' button is highlighted with a red box and an arrow. The right sidebar shows template options for '2022-GP1-100' and other categories like 'All 88 Business strategy 12', 'Design 11 Docs & Reports 16', and 'Human resources 7'.

Once the page is created, you can start adding child pages under it, as shown below.

The screenshot shows the 'Submitted Documents' page. The title 'Submitted Documents' is at the top. Below it is a 'Like' button and a comment input field. A red box highlights the 'Create a child page' button in the sidebar. The sidebar also shows 'Overview', 'Blog', 'Space Settings', 'SPACE SHORTCUTS' (Meeting notes), and 'Pages'. The 'Pages' item has a red box around its '+' icon. A red arrow points from this icon to the 'Create a child page' button. The main content area shows the 'Submitted Documents' page itself, which was just created.

You can also drag and drop an already created page into a parent page. For example, dragging a page and drop it under ‘Meeting notes’.

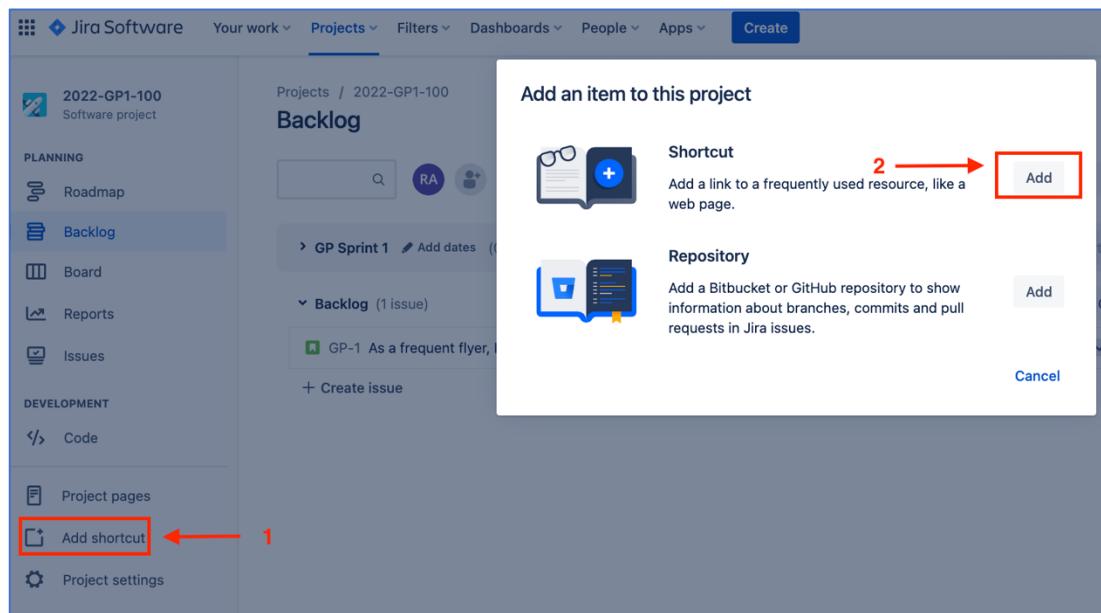
You can delete Confluence pages by opening the page and click the three dots ‘...’ at the upper right corner as shown below, and then choose ‘Delete’.



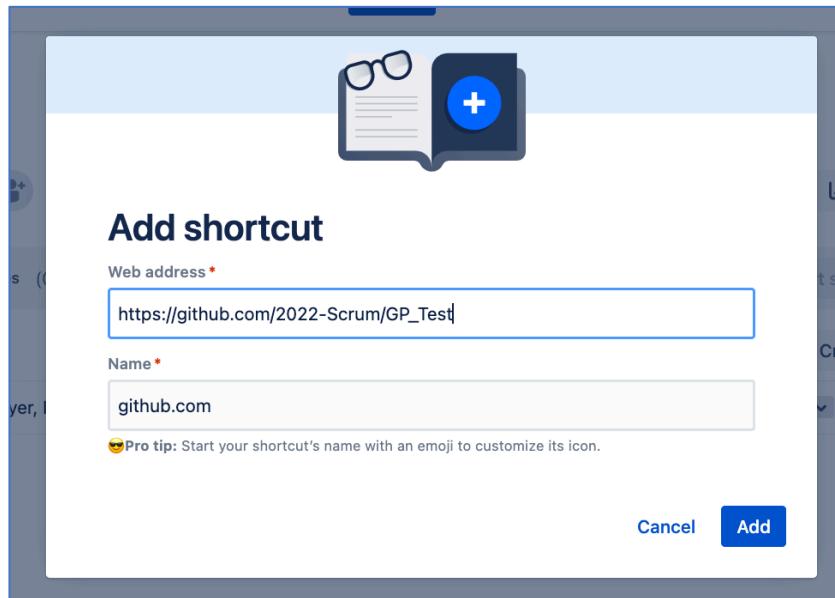
If you did not invite your teammates when you created the Confluence space, you can invite them by adding their emails (the one used in their Jira accounts) from the People tab in the upper menu bar.

5 Linking GitHub Repository with Jira

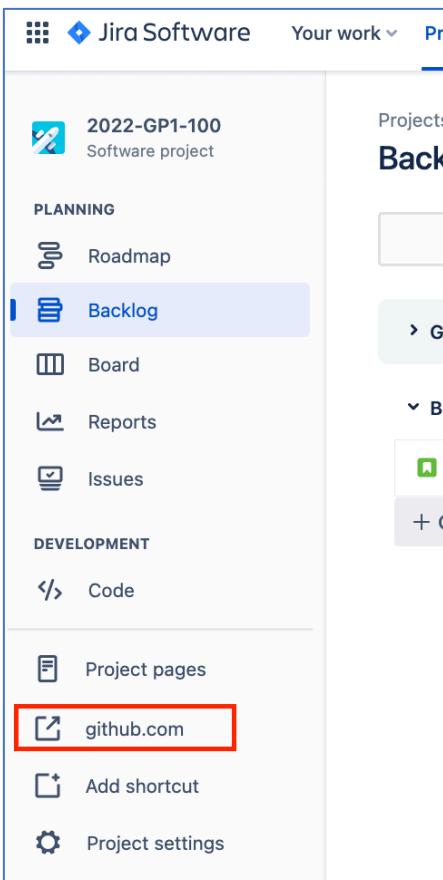
To connect your GitHub repository with your Jira project, you can create a shortcut as shown below.



Then, enter the link to your GitHub repository and give the shortcut a name.



Now, you can view the shortcut to your GitHub repository on the left sidebar, as shown below.



6 Resources

- Scrum Guide: <https://scrumguides.org/index.html>
- Jira Software: <https://www.atlassian.com/software/jira>
- Jira Software guides and tutorials: <https://www.atlassian.com/software/jira/guides>
- Learn Scrum with Jira Software: <https://www.atlassian.com/agile/tutorials/how-to-do-scrum-with-jira-software>
- Scrum by Atlassian agile coach: <https://www.atlassian.com/agile/scrum>
- Jira Fundamentals Beginners 90-min course:
<https://university.atlassian.com/student/collection/850385/path/1083901>
- User Stories: <https://blog.deviniti.com/atlassian/how-to-write-user-stories-in-jira/>
- Jira Issue: <https://support.atlassian.com/jira-software-cloud/docs/create-an-issue-and-a-sub-task/>
- Sprints in Jira: <https://www.atlassian.com/agile/tutorials/sprints>
- Confluence Guides: <https://www.atlassian.com/software/confluence/guides>
- <https://engineering.nodesagency.com/categories/qa/2019/09/17/Github-And-Jira-Integration>