

## Day 3

**Name : SIDDARTH S**

**Date : 26/7/2024**

- 1)Accommodating/communicating changes in features during a sprint.**
- 2)Identifying and naming meetings or ceremonies in the sprint using colored dots. 3)Listing members who are part of an Agile team.**
- 4)Describing the roles of a Business Analyst (BA) and the tools they use to support these roles.**

**Solution:**

### **Sprint**

A sprint in Agile is a time-boxed iteration, typically lasting 1-4 weeks, during which a set amount of work must be completed and made ready for review. Sprints are fundamental to Agile methodologies as they allow teams to deliver small, manageable chunks of work and adapt quickly to changing requirements.

### **1.Name the Coloured Dots Which are Meetings or Ceremonies in the Sprint**

In a typical Agile sprint, the following meetings or ceremonies are conducted:

1. **Sprint Planning:** At the start of the sprint, the team meets to plan the work to be done.
2. **Daily Stand-up (Daily Scrum):** A short daily meeting where team members discuss their progress, plans for the day, and any impediments.
3. **Sprint Review:** At the end of the sprint, the team reviews the work completed with stakeholders.
4. **Sprint Retrospective:** After the sprint review, the team reflects on the sprint to identify and implement improvements.

### **2.Name the Members Who Are Part of Agile Team**

1. **Member 1:** Product Owner - Responsible for defining the product backlog and ensuring the team works on the highest priority tasks.
2. **Member 2:** Scrum Master - Facilitates the Agile process, removes impediments, and ensures the team adheres to Agile practices.
3. **Member 3:** Development Team - Consists of developers, designers, and testers who work on delivering the product increment.

4. **Member 4:** Business Analyst - Helps in gathering requirements, documenting features, and ensuring that the product meets business needs.

### 3.BA Roles and Any 3 Tools He Uses for the Support of Roles

#### BA Roles:

1. **Requirement Gathering:** Collecting detailed requirements from stakeholders to ensure a clear understanding of the desired features.
2. **Documentation:** Creating comprehensive documentation that outlines the features, user stories, and acceptance criteria.
3. **Stakeholder Communication:** Acting as a liaison between the development team and stakeholders to ensure that requirements are accurately conveyed and understood.

#### Tools Used by BAs:

1. **JIRA:** A tool used for issue and project tracking, which helps BAs manage and track requirements and user stories.
2. **Confluence:** A collaboration tool used for creating, sharing, and storing documentation and meeting notes.
3. **Microsoft Visio:** A diagramming tool used for creating flowcharts, process diagrams, and other visual representations of requirements and processes.