Question 1:

1)Accomodate/Communicate changes in the features.

1. Assess the Change

- **Evaluate Impact:** *Determine how the change affects the sprint goal, backlog items, and team capacity.*
- **Prioritize:** *Understand whether the change is urgent and important enough to justify altering the sprint plan.*

2. Communicate with the Team

- **Discuss with the Scrum Master:** *The Scrum Master should be informed about the change to help facilitate the process and manage team dynamics.*
- **Inform the Team:** *Ensure that all team members are aware of the change and understand its impact. Hold a quick meeting or send a detailed update.*

3. Review and Adjust the Sprint Backlog

- **Refine the Backlog:** *Update the sprint backlog to incorporate the change. This might involve adding, removing, or re-prioritizing tasks.*
- **Adjust Goals:** *Revisit the sprint goal if necessary and ensure it still aligns with the new requirements.*

4. Replan if Necessary

- **Update Sprint Plan:** *If the change significantly impacts the sprint, work with the team to revise the sprint plan, including task assignments and deadlines.*
- **Consider Scope Adjustments:** *If accommodating the change means some tasks will not be completed, discuss which tasks can be deferred or dropped.*

5. Document the Change

- **Record Details:** *Document the nature of the change, the reason for it, and its impact on the sprint. This helps maintain a record for future reference and retrospectives.*
- **Update Documentation:** *Ensure any related documentation, such as user stories or acceptance criteria, is updated to reflect the change.*

6. Monitor and Review

- **Track Progress:** *Monitor the impact of the change on the team's progress and adjust if necessary.*
- **Conduct a Retrospective:** *During the sprint retrospective, discuss how the change was managed and identify any improvements for handling similar situations in the future.*

Question 2:

2)Name the coloured dots which are meetings or ceremonies in the sprint
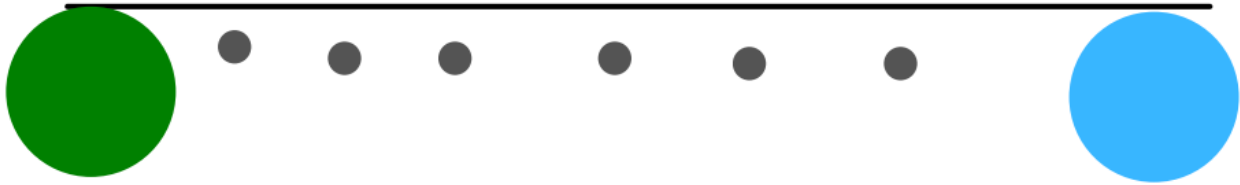
    Daily Standup (Daily Scrum): green dot.
        Typically shown with a green dot. This is a short, daily meeting where team members synchronize their work and discuss progress and blockers.

    Sprint Planning: blue dot
        Often represented by a blue dot or icon. This meeting is held at the beginning of the sprint to plan the work to be done.

Question 3:

Member 1: Product Owner
Member 2: Scrum Master
Member 3: Development Team

Question 4:

4)BA roles and any 3 tools that he support for the roles

          I.Requirements Gathering and Analysis
            Role: *Elicit and document requirements from stakeholders to ensure that the* project delivers value.
          II.Stakeholder Communication
            Role: *Act as a liaison between stakeholders and the development team to* ensure that all parties have a shared understanding of the requirements.

          III.Solution Validation and Testing
            Role: *Ensure that the developed solution meets the business requirements and* performs as expected.

3 TOOLS:

          1.JIRA
          2.Microsoft Visio
          3.Confluence