1. Describe what process you have picked to support your strategic plan. Why did you pick? Why did you pick that process or framework?

Use an **Agile** process framework for ACO Bot project, ensuring flexibility, task tracking, and continuous iteration of each increment. Agile is best suited for dynamic environments with evolving requirements. **Assign tasks via a backlog** and **verify through demos**. Address incomplete tasks by moving them to the next iteration. **Sprints (1 week long, starts on Wednesdays)** and **user feedback loops** are emphasized to ensure steady progress and constant alignment with stakeholders.

Main reasons:
- **Adaptability**: Agile allows the team to adapt to changes and make decisions through sprint reviews. No long time spent struggling on something unnecessary!
- **Focus on user feedback:** It ensures continuous feedback from key stakeholders like Aitmukhamed and Nursultan, which reduces the risk of low user adoption.
- **Timely deliveries:** The project can focus on small, incremental releases, ensuring progress is visible and functional at every stage.

2. How are you planning to keep track of tasks?

Tasks will be tracked using project management tools like **Kaiten**, as highlighted in the strategic plan. This tool helps maintain transparency across the team, and track progress in real time while managing the backlog and sprint boards.

3. How will you verify that the task is done?

Verification will be done through **sprint reviews or demos**. Each feature (e.g., CO generation in PDF format or SATU.kz integration) should be demoed at the end of each sprint. This also ensures feedback from users like Aitmukhamed is integrated before moving forward.

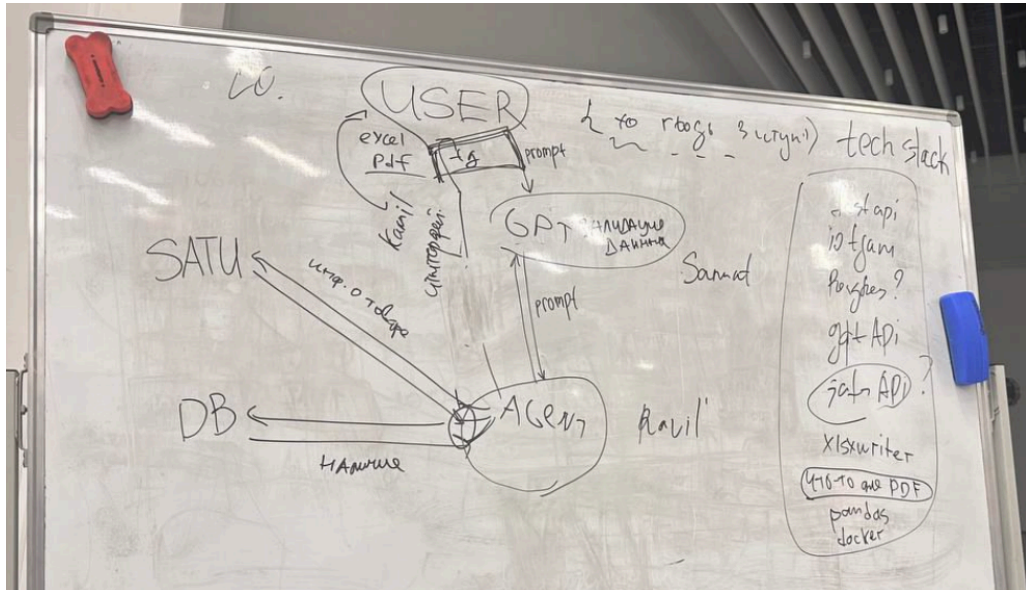**4. What are you planning to do with tasks that are not completed in one iteration?**

Tasks that aren't completed within one sprint (e.g., integration or functionality not yet ready) will be **carried over to the next sprint** (depends on the decision taken after sprint review). This is crucial for maintaining the project timeline while ensuring that no feature is rushed or left unfinished.

5. How will you assign tasks to your teammates?

Tasks will be assigned to teammates based on their expertise and workload. The backlog will be prioritized, and team members will be assigned tasks through Kaiten or similar tracking tools during **sprint planning meetings**.

6. Create an initial backlog of tasks

1. **Telegram bot development**. Develop a prototype based on structure below:

   a. Atomic (one line CO) user request handling:
      i. Develop a GPT-based module that handles user input (1 line "string"
         -> 1 row of CO (e.g. an ideal case - "I want to add to CO {item_name}
         from {art/producer} that cost {amount of tenge/ not necessary if item in
         database} {measurement unit} {quantity}") and parse it into json
         structure.

№	Наименование	Произво-ль/ Артикул	Цена за ед. с учетом НДС.	ед изм	К-во	Сумма с учетом НДС.		Срок поставки
		Оборудование						
1	Полоса 25х4 мм, горячеоцинкованная сталь	Россия ГОСТ	1 198,00 KZT	м	496	594 208,00 KZT		В наличии

      ii. DB implementation:
         ● Upload of customer Excel spreadsheet
         ● DB functionality and entities
      iii. AGENT module that checks availability of the item in DB.
      iv. FileCreator module:
         ● Customer Template + Bachelor's project analysis
         ● Excel generator
         ● Pdf generator
      v. Preferences:
         ● Currencis uploading and saving
         ● Extra charge coef. setting
      vi. Simple Telegram Chat Interface

FUTURE ACTIONS:

2. **User training manual creation** for sales managers like Aitmukhamed.

3. **API integration with SATU.kz** for product information.
4. **Automated discount calculations**.
5. **SATU.kz availability API test and validation**.
6. **CO testing and error reporting and feedback collection system**.
7. **MVP testing with stakeholders** (Aitmukhamed and Nursultan).