# **MILESTONE 1** -- SFT221 SCRUM Report and Reflections

This report should be completed in the class and submitted at the end of class. Late submissions cannot be accepted without prior approval of the instructor.

**GROUP**: 5

**Members Present**:

|  |  |
| --- | --- |
| 1. Duzon Audrey - Project Manager & Technical Lead | 4. Zeynalov Azad- Developer |
| 2. Eom Tae Yong - Developer | 5. Alekseev Julia- Developer |
| 3. Chan Ka Ying- Developer |  |

**Milestone 1 Tasks**

In this phase of the project you will:

* Setup teams of about 3-5 developers (6 is too large)
* Write and sign a team contract
* Create a GIT account
* Create a Jira account
* Add your professor to the GIT and Jira accounts
* Update Jira with the work performed and planned

**Deliverables Due at End of Lab**

* Completed SCRUM report & reflections

**Deliverables Due 24 hours after lab**

* Completed team contract
* Fully initialized Git repository
* Fully setup Jira project

**Rubric**

|  |  |  |
| --- | --- | --- |
| **Individual** | Group Participation | 75% |
| Teamwork | 25% |
| **Group** | Contract | 15% |
| Git Repository | 25% |
| Jira Project | 25% |
| SCRUM Report & Reflections | 35% |
| **NOTE** | Both the individual and group marks are calculated separately. Each member of the group will have their mark calculated based on their contribution to the group work and their contributions to the team. The group participation is a percentage that your professor feels you contributed to the group work. This is multiplied by the weight of the group participation component to determine your grade. |  |

**SCRUM Report**

**Summary of Tasks Completed or Delayed in the last week:**

Here you can list all of the tasks completed in the last week along with any tasks which could not be completed with a reason why they could not be completed.

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| **Member** | **Tasks Completed** | **Tasks Delayed/Blocked** |
| Duzon Audrey | Set up Jira, Git hub structure, Finalization of deliverables | No |
| Eom Tae Yong / Julia Alekseev/Chan Ka Ying | Reflection, Group Contract, Scrum Report | No |
| Zeynalov Azad | Set Github Initialize | No |
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For every task delayed or blocked, describe the reason for the delay or block, how it impacts the project and the proposed solution or workaround**.**

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| --- | --- |
| **Delayed or Blocked Task** |  |
| **Reason for delay or block** |  |
| **Impact on Project** |  |
| **Solution or work-around** |  |
|  |  |
| **Delayed or Blocked Task** |  |
| **Reason for delay or block** |  |
| **Impact on Project** |  |
| **Solution or work-around** |  |

**Summary of Meeting:**

A summary of the main points discusses in the meeting and the outcomes of the discussions.

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| --- | --- | --- |
| Topic | Discussion Summary | Outcome |
| MS1 | Setup team assignment | Completed |
| MS1 | Set up Group Repo Structure | Completed |
| MS1 | Set up Jira | Completed |
| MS1 | Finalize Deliverables | Completed |
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**Summary of Decisions Made:**

This will include major architecture and design decisions, testing decisions, prioritization of tasks, dealing with problems encountered and other major outcomes from the meeting.

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| Decision | Rationale |
| Roles of team members | As per discussion. No issues. Every member agrees. |
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**Tasks Attempted During Meeting:**

Each member is assumed to participate in the SCRUM meeting and contribute to the completion of the SCRUM report and reflections. Since the SCRUM meeting will not take more than 20-30 minutes, there is lots of time left to undertake some of the actual work tasks. In the table below, each member should list what they did to complete the SCRUM report, the reflections, and 1-4 other tasks they completed during the class period. If a task could not be completed, the student should indicate why this was not possible.

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| --- | --- | --- | --- |
| Member | Task Attempted | Time Spent | Complete? |
| Group effort | M1 | 90min | Yes |
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**SCRUM Tasks Selected for Next Week**:

The tasks each member has selected to pursue for this class or the next week.

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| Group Member | Task Description |
| Group manager | Will designate future tasks |
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**Major Outcomes of Meeting:**

This is where you should highlight the major accomplishments of the class.

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| --- | --- |
| Outcome | Impact on Project |
| Git | Learning about version control |
| Jira | Learn how to mange tasks and collaborate with team members |
| Git Structure | Learned about maintaining Repo Structure for ease of access and uniformity |
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**Things That Went Well in This Meeting:**

Here you can highlight things which worked well. This indicates that the way you worked on these items is working and should be continued.

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| Topic/Work Item | Reason for Success |
| Communication | Great communication, all team present both Online and In-person |
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**Things That Did NOT go Well in This Meeting:**

This is where you can list things which did not go well in the class. You should analyze why this happened and suggest how you can improve it next time. This will lead to the goal of *continuous process improvement*.

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| --- | --- |
| Topic/Work Item | Reason for Problem and How to do Better |
| NA | **NA** |
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**Reflections (to be answered by the group)**:

1. GIT is an example of a version control system. List and explain 3 benefits of using a version control system.

Git is a great tool for project version control. One of the most important benefits of utilizing a version control system is the ability to track back any changes and keep a complete history of all versions of the project. We can compare and rollback to older versions of the code, seeing what changed in case a bug was introduced between versions, who made the changes, and when they were done.

1. Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.

Jira helps to improve project visibility and collaboration. It provides customization of dashboard, generating reports as well as data visualization. It helps managers to track the project progress, identify weak spots, and provide better communication with the team members.   
  
Also, Jira allows us to track issues, tasks across the software development lifecycle. Moreover, it helps in tracking bugs, feature requests, and other project-related issues.

Finally, Jira provides customized flexible workflows, it gives the teams a customizable tool to be tailored by their needs.

1. Write a brief history of the Kanban board. Describe why it is useful in a project like this one.

The Kanban board is a project management tool that was developed as part of Toyota's production system in the 1940s. It was created to increase efficiency and decrease waste in production processes. The phrase "Kanban" is derived from the Japanese terms "Kan," which means "visual," and "ban," which means "card or board."

The Kanban is useful for a variety of reasons. It helps visualize the project's process and allows the members of the team to see the status of each part of the project. Visualization helps the team members and the project manager in assessing the overall project progress and any areas that might need more attention than others.