# **Milestone 1 Scrum Report**

All students are expected to attend the scrum meetings and to participate. Failure to do so will result in greatly reduced grades.

**GROUP:** B

**Members Present**:

|  |  |
| --- | --- |
| 1. Aung Moe Thwe | 4. Thiri Aung |
| 2.Jhonatan Lopez Olguin | 5. |
| 3.Kashish Verma | 6. |

**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 4 days after your lab day:**

* Completed team contract.
* Fully initialized Git repository. **Be sure to send your professor the link to your GitHub repository and a screenshot of the GitHub users.**
* Fully setup Jira project. **Be sure to send your professor the link to your Jira Project.**
* Completed scrum report including reflection questions answered.

**Rubric**

|  |  |  |
| --- | --- | --- |
| **Individual** | Group participation | 80% |
| Teamwork | 20% |
| **Group** | Contract | 25% |
| Git repository | 25% |
| Jira project | 25% |
| Scrum report & reflections | 25% |
| **Deadline** | 20% deduction for each day you are late |  |
| **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** |
| Aung Moe Thwe | Created a GIT account | N/A |
| Kashish Verma | Created Directories using TortoiseGit | N/A |
| Jhonatan Lopez Olguin | Created a Fully setup Jira project | N/A |
| Thiri Aung | Created reflection and did research | N/A |
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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**.**

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

**Summary of Meeting:**

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

|  |  |  |
| --- | --- | --- |
| Topic | Discussion Summary | Outcome |
| Leadership role | Discussing who is fit for the role of leadership | Aung Moe The was assigned the role of Leader |
| Dividing tasks | Breaking down the project into small parts and assigning each member | Project Milestone-1 was divided into four equal parts |
| Penalties | Discussing the consequences of any conflicted situation | Unanimous agreement for penalties |
| Project Analysis | Reviewing the project document and requirements | Set up of all necessary tools |
| Due Dates | Reviewing due dates for upcoming projects and going through all deliverable dates. | Ensuring all future projects are submitted on time without any delay |
|  |  |  |
|  |  |  |

**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 |
| Assigning leadership role | To have a clear point of contact and accountability |
| Dividing tasks equally | to ensure all members are equally involved and workload is distributed |
| Setting up regular check-ins | To ensure continuous progress and address any issues promptly |
|  |  |
|  |  |

**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 cannot be completed, the student should indicate why this was not possible.

|  |  |  |  |
| --- | --- | --- | --- |
| Member | Task Attempted | Time Spent | Complete? |
| Aung Moe Thwe | Created GIT account | 2 hrs | Yes |
| Kashish Verma | Created Directories (Commit and push changes) | 1 hr | Yes |
| Jhonatan Lopez Olguin | Setup Jira project | 30 min | Yes |
| Thiri Aung | Created reflection and did research | 1 hr | Yes |
|  |  |  |  |

**Scrum Tasks Selected for Next Week**:

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

|  |  |
| --- | --- |
| Group Member | Task Description |
| Aung MoeThwe | Update GIT repository with initial files |
| Kashish Verma | Create initial project structure in GIT |
| Jhonatan Lopez Olguin | Update Jira with task breakdown |
| Thiri Aung | Continue with project research and documentation |
|  |  |

**Major Outcomes of Meeting:**

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

|  |  |
| --- | --- |
| Outcome | Impact on Project |
| Clear leadership assignment | Ensures better coordination and accountability |
| Task division | Ensures balanced workload and timely completion |
| Regular check-ins scheduled | Facilitates continuous progress and early issue resolution |
|  |  |

**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.

|  |  |
| --- | --- |
| Topic/Work Item | Reason for Success |
| |  | | --- | | Task Breakdown |  |  | | --- | |  | | Members were clear about their responsibilities |
| |  | | --- | | Implementation of Jira |  |  | | --- | |  | | |  | | --- | | Quick decision made to assign leader |  |  | | --- | |  | |
| |  | | --- | | Leadership Role |  |  | | --- | |  | | Streamlined task tracking and management |
| |  | | --- | | Team Motivation |  |  | | --- | |  | | |  | | --- | | Everyone is motivated and eager to learn new skills |  |  | | --- | |  | |
| |  | | --- | | Collaborative Environment |  |  | | --- | |  | | Members actively listened and considered different opinions |
|  |  |

**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*.

|  |  |
| --- | --- |
| Topic/Work Item | Reason for Problem and How to do Better |
| N/A | Everything went smoothly in this meeting |
|  |  |
|  |  |

**Reflections (to be answered by the group)**:

Answer the following questions using your own words. Make sure that each answer comprises a minimum of 100 words.

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

The three benefits of using version control are facilities collaboration which allows multiple users to work together at the same time without overwriting each other’s code by using merging and branching methods. And the other benefit is providing a comprehensive history, it keeps track of the changes that are made by users which helps all the members to track and understand the project's evolution. Last, but not least, it also enhances safety and reliability, so it is easier to roll back to previous versions and reduce the loss of crucial data as its decentralized architecture gives a complete copy of the repository to all the users.

1. What is a version control system? Why does GitHub qualify as a version control system?

Version control is a system that records modifications that are made to a file over time while allowing numerous users to operate on the same file without erasing any of the changes whilst preventing errors. Git is a distributed method for tracking changes and collaborating and GitHub is a Version Control System. Moreover, GitHub includes user management, issue tracking, cloud storage and tool interaction which makes it a great platform for managing projects. This set of characteristics ensures a project's development that is stable, well-organized, and efficient.

1. What is Jira? How are we going to use Jira for this project?  
     
   Jira is a tool used for managing projects and widely used in the development of software to plan track and manage them. We can use Jira to create tasks, assign to team members and track them to make sure deadlines are met. We will use jira to organize tasks, assign responsibilities, track progresses, and collaborate to stay on schedule and make sure we achieve the objectives of our project.
2. Why is a Kanban board useful in software development. What are the advantages of using Kanban board?  
     
   It’s also another management tool, specifically with a visual interface, that help team members maximize efficiency by visualizing work and limiting work. It shows columns representing different stages of workflows like “To Do”, “Progress” and “Done”. Using Kanban, we can visualize our workflow management, which in turn, improves efficiency and collaboration amongst members. We can see what projects are being worked on, who is working on them, and future tasks. It limits workload and provide a general shared place to communicate amongst members, ensuring transparency throughout the team.