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# T1 Project Deliverables

Scrum Master report



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# Term 1 Project 2: Individual Deliverables

The following are covered in this document:

1. My role in the group.
2. Allocated tasks in the group, tasks completed and outstanding tasks.
3. Suggest possible improvements for the group and for you as an individual.
4. Lesson learned.
5. LinkedIn Learn certificate of the courses completed to aid the group to develop the application.

# MY ROLE IN A GROUP

## My role in group

As a Scrum Master my role involved facilitating the Scrum process, removing impediments, and ensuring the team stays focused and productive. Some tasks that came relatively easy in this role include conducting weekly physical and virtual meetings, organizing sprint (*two weeks deliveries*) planning sessions, and self-learning and maintaining transparency by updating the Scrum board which is going to be available in our Cape App Development Organization github account I have created (see Annexure C).

### **The challenges I have encountered include the following:**

- Resistance to change – Team members used to traditional project management method and communication whereby they ought to do handoffs deliveries and do multitasking which led to long time iterations.

To overcome this, I am going to implement the use of agile mindset and emphasize the benefits of Agile methodologies regularly and encourage everyone to go through the Agile foundations course which was part of training and support, and I am planning to lead by example through demonstrating the effectiveness of Scrum practices.

- Conflicting priorities and unclear requirements, which can lead to scope creep or missed deadlines. The requirement for Shoprite App development is not clear enough we do not know where to start.

To address this, I have planned to work closely with the Product Owner to clarify requirements and prioritize tasks, while also encouraging open communication within the team to ensure everyone understands their roles and responsibilities.

- Dealing with team dynamics and conflicts – One pair of my team. Members did not communicate accordingly when doing the task which led them delivering different documentations.

I will address this by fostering a collaborative and supportive environment, facilitating constructive discussions to resolve this kind of conflicts, and provide coaching and guidance.

I am hoping that proactive communication, flexibility, and a focus on continuous improvement will be useful for overcoming challenges as a Scrum Master.

**TASK COMPLETED**

## Tasks Completed

When started working on this project I served as a founder and leader. As a founder I have invited members to join the team. I then issued out the task to come up with a problem to be solved using software development skills we have obtained from first year. People responded positively and came up with different ideas. As a leader I then scheduled a meeting to plan the start of the project. I have chaired the meeting as shown in the minutes of the meeting in Annexure A.

I have gone through the agile foundations linkedin course attached certificate in Annexure B which were recommended by the other supervisor. I have learned much more about my role which I later became amazed, I worked as a scrum master. I have continued with self-learn following the course Software Design: Modelling with UML (certificate attached in Annexure B). I have initiated creating the github account and learning how to use it (see the screenshot and link in Annexure C). I also urged my teams to create the accounts and accept our organization github invitation I have issued out. The task was completed successfully.

As a Scrum Master I was also assigned to make sure the group documentation is completed on time, and it is in one simple format that can be accessible by the supervisor. The task was completed successfully.

## Tasks not completed.

I am still learning more on saving the coding on github and enabling group members to work and save their work on it. I am still going to provide the training and support to the group members on implementing agile mindset up to delivering the best Shoprite online shopping App.

I am still identifying various strengths and weaknesses among members. I am still planning to design scrum board for term 2 deliverables delegate tasks for them to work on and provide guidance and direction of completing the task on time.

## POSSIBLE IMPROVEMENTS



## Possible Improvements

### Group

As a group, we can improve our communication regarding skill learning courses of individuals. We can also improve our collaboration by assigning clear roles and responsibilities to each member, and by setting realistic timelines and deadlines for tasks and keep on checking if people are doing their given task and not need some support and clarifications. It may also be essential to have a feedback system to ensure that everyone's concerns and ideas are heard and addressed.

### Individual

As an individual, I can improve my time management skills and prioritize my tasks more effectively using my git project management. I can also work on improving my technical skills by studying courses in linkedin that are going to be helpful to development of the app, and by staying up to date with the latest technologies and trends in the field. Additionally, I can work on improving my communication and teamwork skills by actively seeking out feedback from my team using Microsoft office review form and learning to effectively communicate my ideas and concerns to my team.

## LESSON LEARNED

## Lesson Learned

As the project manager and technical lead of the team, I have learned a lot of valuable technical and soft skills. From a technical point of view, I have gained a deeper understanding of software development. I have learned software development is not only about programming but more on project management, I also learned the importance of database design. I am also enhancing my skills in using various programming languages, frameworks, and tools such as Java, Git, and Agile methodologies.

On the soft skills side, I have developed my leadership, communication, and collaboration skills. As the team leader, I have learned how to effectively manage and guide a team, delegate tasks, and coordinate efforts towards a common goal. Communication plays a vital role in this role, and I have learned how to communicate effectively with team members, stakeholders. Collaboration is essential. I have learned how to work with others, build trust, and create a positive team culture.

Most importantly, I have learned the importance of time management, prioritization, reduce of multitasking, and problem-solving. Being able to manage my time effectively, prioritize tasks, and solve problems quickly and efficiently has been crucial in ensuring that the project stays on track and meets its deadlines.

Serving as the scrum master and technical lead is challenging and rewarding experience. It has enabled me to develop and strengthen my technical and soft skills, and I am proud to continue learning and growing in this role. I am also willing to register Cape App Development Pty Ltd and create job opportunities, that way I will be contributing to South African economy.

# ANNEXTURE A

## PROJECT PLANNING

Saturday, 02 March 2024 11:15

### Agenda:

- Naming the Organization.
- Choosing the Project Manager and Secretary.
- Discussion of the problem our organization is going to tackle.
- Choosing Application Developers x2, and Database Engineers x2
- Planning on the exact details of the project we are going to submit to the supervisor.

### Attendees:

- Ratia SB
- Nqabeni M
- Raqa O
- Paledi RK
- Nohamba SG

### Apologies:

- Mlahlwa A

### Opening:

The regular meeting of the *Cape App Development (CAD)* was called to order at 10h00 on 02 March 2024 in District 6 Campus e-learning Centre by Ratia SB.

### Approval of Agenda

The agenda was approved by Ratia SB and seconded by Nqabeni M.

### Open Issues

- Mlahlwa A reported absent with an apology.
- Nqabeni M reported late with an apology.
- Nohamba SG reported late with no apology.
- The Organization was named Cape App Development Pty Ltd.
- The group appointed Nqabeni M to be the project manager and Raqa O to be the secretary.
- The aim of the project is to assist Shoprite by modernizing its IT capabilities by adding online shopping functionalities to help better their services. This means having quicker and more efficient in store purchasing as customers will also have the ease of shopping at home.
- Since we will be developing a mobile application the members chose Paledi RK, Mlahlwa A to serve as database engineers. Nohamba SG and Ratia SB as the application developers.
- We decided to submit the minutes of the meeting and problem statement using agile template.

### Agenda for Next Meeting

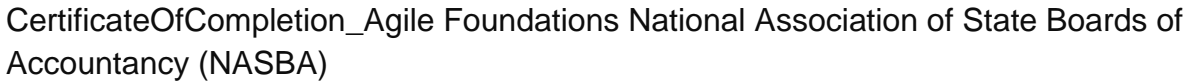
- Discussion on the feedback from the supervisor
- Discussion of Project Plan the start of project and the start of project.
- It is decided that the next meeting we will hear the progress regarding the self-learn of database management system (Microsoft office access 365) from Paledi RK and Mlahlwa A.
- We will also get feedback on choosing the exact programming language that is going to be suitable in developing Shoprite App.
- Introduction of new Software tool (Project Libre) which we are going to use to breakdown our tasks.

### Adjournment:

Meeting was adjourned at 13h00 by Ratia SB. The next general meeting will be at 11h30 on 08 March 2024 in Engineering building room 2.36.

Minutes submitted by: Raqa O

●



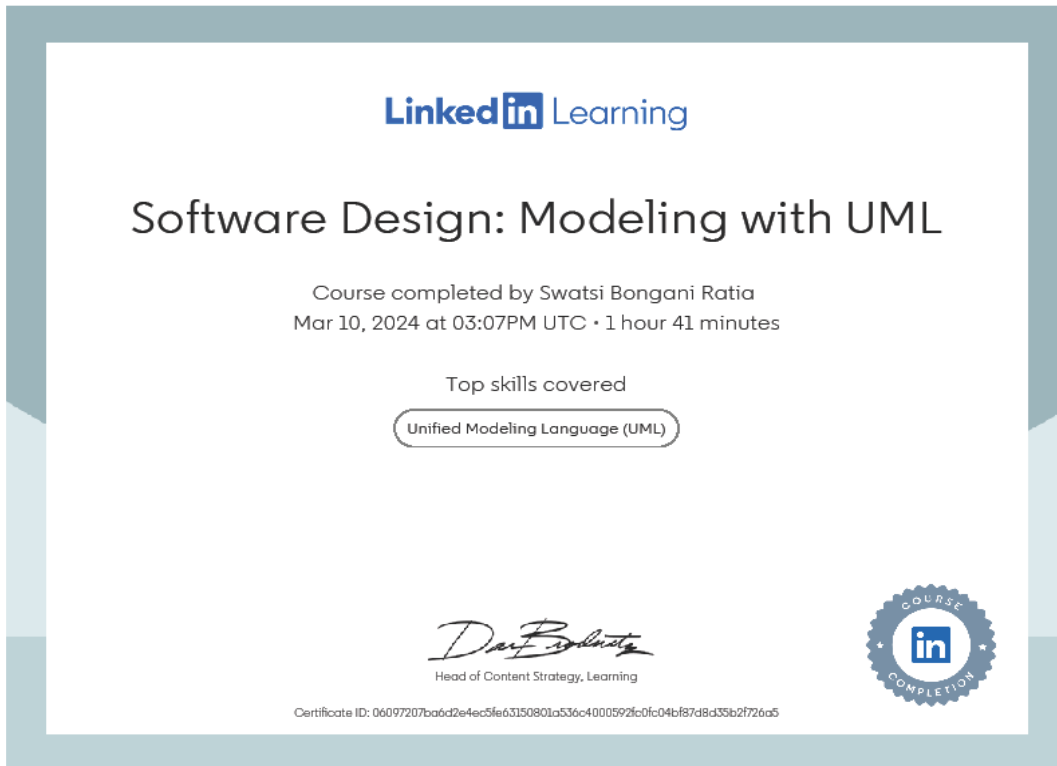
- - CertificateOfCompletion\_Agile Foundations Project Management Institute (PMI)®



CertificateOfCompletion\_Agile Foundations International Institute of Business Analysis™ (IIBA®)



CertificateOfCompletion\_Agile Foundations



CertificateOfCompletion\_Software Design Modeling with UML

# ANNEXTURE C

## Cape App Development Account

Link: <https://github.com/CAPE-APP-DEVELOPMENT/ShopRite-Mobile-App.git>

The screenshot shows a GitHub Project board for the 'Shoprite Mobile APP User Interface' project. The board is organized into three columns: 'Todo', 'In Progress', and 'Done'. Each column has a header with a colored circle, a progress indicator (e.g., '0 / 5'), and an 'Estimate: 0' label. The 'Todo' column contains the text 'This item hasn't been started'. The 'In Progress' column contains the text 'This is actively being worked on'. The 'Done' column contains the text 'This has been completed'. At the bottom of each column is a '+ Add item' button. The top of the page shows the GitHub navigation bar with the project name and a search bar. Below the navigation bar is a filter bar with the text 'Filter by keyword or by field' and 'Discard' and 'Save' buttons. The board is currently empty of items.



# ANNEXTURE D

## Scrum Master Github Account

Link: <https://github.com/RatiaSB>

The screenshot displays a Jira Scrum board for the project '@RatiaSB's SHOPRITE ONLINE SHOPPING APP'. The board is organized into three columns: 'Todo', 'In Progress', and 'Done'. Each column has a header with a status icon, a count of items, and an estimate. The 'Todo' column (green icon) shows 3 items with a total estimate of 20. The 'In Progress' column (yellow icon) shows 0 items with a total estimate of 0. The 'Done' column (purple icon) shows 3 items with a total estimate of 20. Each item is a 'Draft' and includes a title, a priority (P1, P2, P0), a size (S, M, L, XS), and a label (M, L, Iteration). The 'Todo' column items are 'Tasks Completed', 'Progress', and 'What have I learned'. The 'Done' column items are 'My Role in group', 'Linkedin Learn', and 'GITHUB ACCOUNT'. The board also features a search bar at the top, a filter bar, and a '+ Add item' button at the bottom of each column.

RatioSB / Projects / @RatioSB's SHOPRITE ONLINE SHOPPING APP

Search: Type to search

@RatioSB's SHOPRITE ONLINE SHOPPING APP

Backlog Team capacity Current iteration Roadmap My items + New view

Filter by keyword or by field

Discard Save

**Todo** 3 / 5 Estimate: 20  
This item hasn't been started

- Draft  
Tasks Completed  
P1 5 M
- Draft  
Progress  
P2 10 L
- Draft  
What have I learned  
P2 5 M

+ Add item

**In Progress** 0 / 5 Estimate: 0  
This is actively being worked on

+ Add item

**Done** 3 Estimate: 20  
This has been completed

- Draft  
My Role in group  
P0 10 L Iteration
- Draft  
Linkedin Learn  
P0 5 XS
- Draft  
GITHUB ACCOUNT  
P0 5 XS

+ Add item

←

→

↺

github.com/RatiaSB

🔍

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 RatiaSB

🔍 Type  to search


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📖 Overview

📁 Repositories 2

📁 Projects

📁 Packages

⭐ Stars



Change your avatar

Swatsi R

RatiaSB · he/him

A man who is passionate with Software development.

Edit profile


📁 CAPE APP DEVELOPMENT

📍 13 hans Strijdom Avenue, Cape Town City Centre

🕒 23:36 (UTC +02:00)

🌐 www.rictsolutions.co.za

Organizations



Popular repositories

App-development

Public

Config files for my GitHub profile.

7 contributions in the last year

Contribution settings

2024

2023

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Mon													
Wed													
Fri													

Learn how we count contributions

Less ☐ ☒ ☐ ☐ ☐ More

Contribution activity

March 2024

📁

Created 3 commits in 2 repositories

RatiaSB/App-development 2 commits

RatiaSB/Project-2 1 commit

📁

Created their first repository

Mar 18

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