Agile Project Final Report Guidance

Coursework Submission

The team is required to make one submission through BB including a report describing the development process of the system, the work products and the final system release. When submitting multiple files, please ensure that **all the files are compressed into one zip file**; the file name should contain the name of your group. **Example group1_submission.zip.** The zipped file should contain the following:

- The project report in PDF file. Other formats are NOT accepted. Again name the file after your group. Example group1_report.pdf.
- The IDE (e.g. Eclipse) project folder containing all source and class files.
- Executable files (e.g. jar file), if applicable, containing the executable of the final release of your system.
- A README file containing short instructions how to run (deploy) the system.

Further Instructions

- The group report is a team product. All members should contribute to its production. One way to do that is to split it into parts and assign them to individuals, while giving one member the job of coordinating between the authors of various parts. This should involve some degree of editing to make it look like a coherent document. Also as this is a technical report, refrain from using the first person (I, we, etc).
- In terms of document size, it is difficult to quantify (word count or no of pages) the size of the report as it depends on the development effort. However, in the past and on average, groups produced documents of 15 – 30 pages.

Report Structure

The report should follow the usual structure of technical reports; typically good technical reports include elements of the following outline structure:

1. Title page
2. Executive Summary
3. Table of Contents
4. Introduction
5. Description of the development process,for each sprint produce some evidence of:
    - Sprint goal
    - Sprint backlog
    - Sprint plan
    - Sprint review meeting
    - Sprint retrospective
6. Requirements analysis and system design
    - User stories and product backlog
    - Overall system architecture
    - System designs such as UML diagrams, database design, etc.
7. Description of the solution implementation
8. Details of the solution testing and evaluation
    - Acceptance test cases
    - Unit tests
    - Test results
9. Conclusions, summary and evaluation of the achieved results
10. References
11. Appendices
    - Evidence of daily SCRUM stand-up meetings
        i. Date, time, attendees, decisions, actions
    - Evidence of meetings between team and product owner
        i. Date, time, attendees, decisions, actions

Individual Contribution

Since this is a teamwork effort, we expect that all members have contributed equally to the development project and SCRUM practices. Sometimes this may not be the case and some members may have put in greater (or smaller) effort than others and therefore, it will be fairer that those members are awarded marks that reflect their contribution. If that is the case in your team, then it is the team's responsibility to tell us if the contributions of members have not been equal. It is also important for the entire team to agree on this decision and state the contribution in the final report.

If you (as a team) wish to indicate to the lecturers that some of the members have made greater (or smaller) contribution to the project than the rest of the group, then you should include a section in the report entitled "*Individual Contributions"* for this purpose. You may wish to evaluate the contribution of the team members in one of two ways:

- Express the size of each member's contribution as a percentage.
  OR
- Write a statement for any member that you think their contribution was greater or smaller than the average team member's effort.

The individual contributions section is optional and its absence will be interpreted that all members have contributed equally.