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

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

**GROUP**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Members Present**:

|  |  |
| --- | --- |
| 1. Anthony Korepanov | 4. Harmanpreet Singh |
| 2. Duc Phu Nguyen | 5. Jashandeep Singh |
| 3. Karanbeer Chanana | 6. N/A |

**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** |
| Anthony Korepanov | **Provided contact to group** | **n/a** |
| Duc Phu Nguyen | **Provided contact to group** | **n/a** |
| Karanbeer Chanana | **Provided contact to group** | **n/a** |
| Harmanpreet Singh | **Provided contact to group** | **n/a** |
| Jashandeep Singh | **Provided contact to group** | **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**.**

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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 |
| Contact number | **Member provided contact number** | **Done** |
| GitHub | **Each member create GitHub user ID to leader** | **Setup completed** |
| Jira | **Each member create Jira account and provided to leader Seneca email** | **Setup completed** |
| SCRUM | **SCRUM DONE** | **Done** |
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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 |
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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 cannot be completed, the student should indicate why this was not possible.

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| Member | Task Attempted | Time Spent | Complete? |
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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 |
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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 |
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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 |
| Meeting | **All member attended** |
| Github | **Member provide Github user ID** |
| Jira | **Member provide Jira** |
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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 |
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**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.

Tracking History: One outstanding feature of a version control system is that it allows changes or commits to be recorded with the author's name, timestamp, and a descriptive message. It is important to know what has changed, especially in the early stages of development.

Teamwork: Version control systems allow collaboration between each member on the same project. Many programmers can work on different modules without interrupting each other. When a module has been completely tested and reviewed, they can merge it back into the main branch. This enables teams to work efficiently, reduce conflicts, and maintain productivity.

Backup and Recovery: It provides reliable backup for files and source code. It is crucial for a project to have backups in case of hardware failure or accidental deletion. It also ensures the project can continue uninterrupted.

1. Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.  
     
   Jira offers several advantages for projects. One of the key advantages is Centralized Project Management. It provides a platform for planning, tracking, and reporting, allowing each member to break down units of work and collaborate effectively with different departments, ensuring transparency within the same project.

Agile Methodology Support, such as Scrum and Kanban, makes it ideal for teams practicing iterative development. It integrates backlog management, sprint planning, and task boards, providing flexibility and adaptability to changing requirements.

Integration and Customization: Jira can interact with other tools like GitHub and Jenkins. These integrations automate workflows and provide traceability between code changes. They also allow custom issue types, fields, and workflows to optimize productivity and efficiency."

1. Write a brief history of the Kanban board. Describe why it is useful in a project like this one.  
     
   The Kanban board is from the Toyota Production System as a visual scheduling tool for lean manufacturing. Kanban tasks are represented as cards that move across columns representing different stages of the workflow. It helps teams visualize workflow, limit work in progress, and identify bottlenecks for continuous improvement. the Kanban board is well-suited for managing projects by promoting collaboration, transparency, and efficiency.