# **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: 4**

**Members Present**:

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| 1. Jo Eric - 137057188 | 4. Peralta Joe - 114751209 |
| 2. Nguyen Huu Linh - 118197227 | 5. Dominguez Daniel - 110835188 |
| 3. Jang Hyeri - 115328221 |  |

**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**

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| --- | --- | --- |
| **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** |
| **Joe Peralta** | **Fill out the scrum report.** |  |
| **Huu Linh Nguyen** | **Answer reflection questions.** |  |
| **Eric Jo** | **Set up GitHub and Jira. Add members to the GitHub repository and Jira.** |  |
| **Hyeri Jang** | **Complete the team contract.** |  |
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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 |
| GitHub Setup | **The team leader will set up the GitHub repository and add every member to it. Every member of the group must create a GitHub account following the link provided in the project instruction for creating a GitHub account.** | **A GitHub repository has been created. The Professor and some members of the team who participated in the meeting have been added to the repository.** |
| Jira Setup | **The team leader will set up Jira and add members to it. Every member of the group has been tasked to create a Jira account.** | **Jira has been created. Members agreed upon the task provided and created their Jira accounts. Members are added to the Jira account.** |
| Complete Scrum Report | **1 member of the team has been assigned to take notes about the meeting and complete the scrum report. Others are asked to help in providing necessary information.** | **Scrum report information has been filled out. Some members of the team contributed to completing the scrum report.** |
| Answer Reflection Questions | **1 member of the team has been assigned to fill out each reflection question. Others asked to help in providing enough information for each question.** | **That member agreed to do the task and answered all the reflection questions appropriately, and with enough information.** |
| Complete Team Contract | **1 member of the team has been assigned to fill out the necessary information, warnings, and penalties for the sake of the team. For the team to be successful, penalties must be implemented.** | **The team contract has been completed with information about each member including signature. In addition, it also provides information about penalties for not participating in group meetings and tasks.** |
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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 could not be completed, the student should indicate why this was not possible.

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| Member | Task Attempted | Time Spent | Complete? |
| Peralta Joe | **Filled out the scrum report with the help of other members.** | **1hr** | **yes** |
| Nguyen Huu Linh | **Filled out the reflection answered by group members.** | **30mins** | **yes** |
| Jang Hyeri | **Filled out the Team Contract section** | **30mins** | **yes** |
| Jo Eric | **Created a GitHub repository, Jira, and add members to it.** | **1hr** | **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 |
| Peralta Joe | Fill out the information for the scrum report. |
| Nguyen Huu Linh | Fill out the reflection questions with the help of other members of the team. |
| Jang Hyeri | Fill out the information needed to complete the team contract. |
| Jo Eric | Create the GitHub repository and Jira. Add members to the GitHub repository and Jira. |
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**Major Outcomes of the Meeting:**

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

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| Outcome | Impact on Project |
| Equal responsibilities | **Project progression is smooth without any major problems. Deliverables have been successfully completed efficiently and effectively, providing enough information.** |
| Effective communication | **It contributed to the completion of the project. Even with other members not participating in the project, members who participated are able to communicate well in distributing tasks that are assigned to non-participating members. Because of effective communication, we were able to finish the milestone and do the necessary tasks.** |
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**Things That Went Well in This Meeting:**

Here you can highlight things that 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 | **During this milestone 1, we completed the task with 4 members: Eric (leader), Joe, Hyeri, and Linh. Although our group initially consisted of 6 people, we faced time constraints and were unable to contact the remaining 2 members. Even without the participation of the remaining 2 members we still managed to finish the deliverables accordingly. We were able to communicate and help each other.** |
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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 |
| Lack of other members’ participation. | **In addition to completing work with 4 members, it was overall not too difficult. We always maintained a professional work ethic. However, when attempting to add more members in the 'Add Members' section on GitHub, we have contacted the remaining members but still haven't been able to add enough members** |
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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.

* Update management: Github allows you to see the updates that you made for each version which will allow you to keep track on what you did to your code and also helps you track down changes.
* Storage: It stores a copy of your project so if something happens to your copy on your computer you will have a backup.
* Collaboration: It allows you to collaborate in a group because it allows you to share your copy of your code with team mates.

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

* Bug Management: With Jira, we can effectively organize and prioritize our bugs. It allows us to categorize bugs based on severities such as critical, high, medium, low, and cosmetics. This categorization helps us identify and address critical issues first, ensuring that our code runs smoothly and minimizing disruptions caused by bugs.
* Enhanced Understanding of Errors: Jira provides comprehensive error reports. When a bug is reported, Jira includes a detailed description of the issue along with steps to reproduce the bug. Additionally, it lists the environment settings, including the operating system, software, and hardware used during testing. This information enables us to understand the context of the bug and aids in efficient debugging and resolution.
* Streamlined Project Tracking: Another advantage of using Jira is its capability to track project progress and tasks. We can create and assign tasks to team members, set deadlines, and monitor the overall progress of the project. This feature helps us stay organized, ensures tasks are completed on time, and provides visibility into the project's status.
* Customizable Workflows: Jira allows us to tailor the project management workflow according to our specific needs. We can define and customize the stages of our software development process, including task statuses, transitions, and notifications. This flexibility ensures that Jira aligns perfectly with our team's working style and helps streamline our project management processes.

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

The Kanban board has a rich history and proven utility in various projects, including this one. Originating in Tokyo, it serves as a specialized organizational tool for programming projects. Typically consisting of three columns, it represents tasks that are not started yet, tasks in progress, and completed tasks. By visually tracking tasks as they move across the columns, the Kanban board enhances workflow visibility.

In this project, the Kanban board proves valuable by offering clear insights and transparency into the project's progress. It allows us to easily monitor completed tasks, ongoing work, and areas needing attention or refinement. Moreover, Kanban boards can be customized beyond the basic three columns, accommodating additional stages or categories to suit project requirements.

Incorporating Kanban boards into our group project facilitates effective task management and progress tracking. It promotes coordination, organization, and efficient workflow monitoring. By providing a visual representation of task statuses, the Kanban board helps teams stay on top of project milestones and deliverables, enhancing overall project success.