# **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: 1**

**Members Present**:

|  |  |
| --- | --- |
| 1. Gyeongrok, Oh | 4. Pui Wai, Tse |
| 2. Hoi Kit, Cheung | 5. Sau Ching Yuki, Wong |
| 3. Lap Chi, Wong | 6. Yonghun Won |

**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** |
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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 |
| Job sharing | **Duties of team members** | **Team members agreed on job allocation** |
| Work collaboration period | **Agree to start working after mid-term exam** | **Team members agreed to work on scheduled time** |
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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? |
| Gyeongrok, Oh | **Reflections, scrum report** | **30mins** | **done** |
| Hoi Kit, Cheung | **Reflections, scrum report** | **30mins** | **done** |
| Lap Chi, Wong | **Git account creation, Jira account creation, Reflections** | **45min** | **done** |
| Pui Wai, Tse | **Reflections, scrum report** | **30mins** | **done** |
| Sau Ching Yuki, Wong | **Reflections, scrum report** | **30mins** | **done** |
| Yonghun Won | **Reflections, scrum report** | **30mins** | **done** |
|  |  |  |  |

**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 |
| Established GitHub account | **For ongoing project submission** |
| Established Jira account | **For ongoing project job allocation** |
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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 |
| Job sharing | **Team members are working seriously on their duties** |
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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 |
| NIL |  |
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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.  
     
   Firstly, the version control system facilitates team collaboration by ensuring every team member work on the same set of source codes and documentations within the project. Without a version control system, team members may keep their own versions of source codes and documentations, which can lead to mistakes when combining their individual contributions. Members may also work on the same section of codes unknowingly and decrease efficiency. Version control system can ensure every member works on the same code base without file mismatches. It can also improve efficiency by increasing the transparency of work every team member is working on.

Secondly, the version control system facilitates troubleshooting and rollback when the code has errors. The history of changes at the same repository can be kept track of by every member. Since every change committed and pushed contains information including the author, modification details and description, incident occurring in between the development can be traced back by the history recorded in version control system. This allows the team to rollback the code to a specific stage where the error has not occurred and try debugging on that basis.

Thirdly, the version control system makes clear documentation of the past and active versions of the project codes and documentations. Version number reflecting status of releasing can be controlled. The version numbers that ever exist are archived in version control system, which notifies team members the current version they are working on. The team members can also check back the release notes and modification in the past versions. This enables the team to have a clear timeline of how the project has developed since its commencement to the present.

1. Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.  
     
   Firstly, the project management tool helps organize and track software projects more effectively. It allows us to create and manage tasks, assign them to team members, set deadlines, and track their progress. This helps keep everyone on the same page and ensures that work is organized and well-managed.

Secondly, the project management tool facilitates collaboration among team members by providing a centralized platform for communication. It allows users to comment on tasks, share attachments, and have discussions related to specific project issues in real time. This promotes effective communication, reduces miscommunication, and enhances collaboration within the team.

Lastly, project management tool like Jira offers the ability to automate workflows and processes, it helps to reduce manual effort and increasing efficiency in project management process throughout the project lifecycle. The automation feature allows team members to focus on more critical aspects of the project, reduce administrative workloads, smoothing project management process.

1. Write a brief history of the Kanban board. Describe why it is useful in a project like this one.  
     
   Taiichi Ohno created the Kanban board during the 1940s and 1950s as an integral component of the Toyota Production System. It utilizes graphic cards to symbolize tasks and monitor their advancement. By visually representing the workflow, the Kanban board aids teams in comprehending the project's status, prioritizing tasks, and identifying bottlenecks. It fosters transparency, streamlines workflow optimization, and strengthens collaboration and communication within the team. Ultimately, the Kanban board enhances project visibility, efficiency, and coordination.