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: Group 6_____

Members Present:

1. Hanbi Gong	4.Hao Han Kao
2.Afra Alam	5.
3.Tzu Han Chao	6.

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.

Member	Tasks Completed	Tasks Delayed/Blocked
Hanbi Gong	Scrum report	
Afra Alam	reflections	
Tzu Han Chao	Git repository	
Hao Han Kao	Jira project	

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.

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.

Topic	Discussion Summary	Outcome
Task delivery	discuss individual part	Hanbi Gong - Scrum report Afra Alam - reflections

		Tzu Han Chao - Git repository Hao Han Kao - Jira project
How to use git	use each branches to work together	see readme

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.

Decision	Rationale

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.

Member	Task Attempted	Time Spent	Complete?
Hanbi Gong	Completed SCRUM report by updating tasks and progress.		
Afra Alam	Completed SCRUM report by updating reflections.		
Tzu Han Chao	Completed SCRUM report by using git repository.		
Hao Han Kao	Completed SCRUM report by using Jira.		

SCRUM Tasks Selected for Next Week:

The tasks each member has selected to pursue for this class or the next week.

Group Member	Task Description
Hanbi Gong	SCRUM report
Afra Alam	Reflection
Tzu Han Chao	Git repository
Hao Han Kao	Jira project

Major Outcomes of Meeting:

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

Outcome	Impact on Project
Git Repository Set up	**Group members are able to submit their project and work on their respective parts**
Contacts set up	**Group members can easily contact each other through teams.**

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.

Topic/Work Item	Reason for Success

Git Repository Set Up	**Tzu Han set up the project and explained how things worked so that everyone was on the same page**
Tasks Assigned	**Tasks were assigned so that everyone knew what to do**

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*.

Topic/Work Item	Reason for Problem and How to do Better
no	

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.
   Document History—A version control system allows for easy access to different versions of a program. This is very useful if something happens to a newer version of a program and the developers need an older version to work off of.
   Traceability—Evidence of all revisions and changes are easily accessible and the viewers can see who has done what on the version control system. This is useful for when the program gets

tampered with one day, so that the developers have what happened that made the program fail. **Branching/Merging—**If there are multiple developers working on one program together. They can work on different components separately and then add them together through the version control system. This is especially useful if they want to see how the program works with everything combined.

2. Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.
   Planning—Project management tools lay out what tasks need to be done in software projects, such as coding modules, testing or debugging. This is especially useful for what's important in a project and assigning work to teammates.
   Progress tracking—In addition to planning, a project management tool can be used to see what tasks have been done to set and reach deadlines. This is useful so that developers can complete a project on time and manage themselves.
   Identifying Issues—Project management tools offer ways to provide in depth reports, analytics and insights. This is useful if the developers are stuck on a task and need to see what is going wrong.

3. Write a brief history of the Kanban board. Describe why it is useful in a project like this one.
   A kanban board is a way of managing work for personal or organizational projects. According to Investopedia, Kanban (看板) means "visual card", or a sign board that you can clearly see. It was developed by Taiichi Ono in the 1940's and was supposed to be a way to streamline the production of cars in Toyota. Kanban boards are useful because they can visualize the flow and importance of tasks. This is so that the development of a project is efficient and wastes as little resources as possible, such as time in our case. The ultimate purpose of kanban board is so that the customer is provided with good service.