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: 4

Members Present:

1. Hyerin Mun	4. Sang Yu Lee
2. Carine Lee	5. Jieweon Ham
3. Dong Ngo	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
Dong Ngo	Github Account Created	
Carine Lee	Jira Project Created	
All	Team Contract Completed	
All	Sent prof links to Github/Jira	
All	Complete scrum report	

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	N/A
Reason for delay or block	N/A
Impact on Project	N/A
Solution or work-around	N/A
Delayed or Blocked Task	N/A
Reason for delay or block	N/A
Impact on Project	N/A
Solution or work-around	N/A

Summary of Meeting:

A summary of the main points discusses in the meeting and the outcomes of the discussions.

Topic	Discussion Summary	Outcome

Team Contracts	Discussed consequences rules, discussed reflection, discussed other rules	Team members all agreed on rules and signed contract
Reflection Questions	Team members assigned to reflection questions completed their work	All MS1 deliverables now complete

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
Team Contract Agreed-On	all team members contributed to writing rules and consequences for not following said rules
Next SCRUM meeting tentatively schedule for after March 8th	to further discuss MS2 deliverables after professor reviews them in class

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 ?
Sang Yu, Hyerin	**Reflection Q1**	**1 hr**	**Yes**

Sang Yu, Hyerin	**Reflection Q2**	**1 hr**	**Yes**
Jiweon	**Reflection Q3**	**1 hr**	**Yes**

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
Carine, Hyerin, Jieweon	Add data structures to source code (create new header file)
Dong, Sang Yu	Create test plan for project (use test plan template)
ALL	Complete scrum report and reflections

Major Outcomes of Meeting:

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

Outcome	Impact on Project
Completed contract	all are in agreement on rules/consequences
All members joined Jira	everyone has access to see Kanban board and to-do lists, can assign themselves tasks
All members joined Github repo	everyone can see Github repo and commit/push/pull as necessary for version control
Delegated tasks for MS2	everyone has a defined task and feels comfortable asking for help
Finished reflection questions	Completing deliverables for MS1

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
Communication	everyone attended and participated in meeting
Assigning Tasks for MS2	everyone feels comfortable with scope of task and feel open to asking for help from team members
Github repo created w/no issues	everyone accepted Github invitations, no tech issues, etc.
Jira project created w/Kanban board	everyone accepted Jira Invitations, no tech issues, etc.

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
A member's computer froze during meeting	Hardware issue - restarted PC and rejoined meeting
Jira project: original project not made w/Kanban board	Default Jira project did not come with Kanban board, reread assignment description and resolved the problem promptly

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.

   First benefit is that GIT can maintain a complete history of changes made to the code base. Every change, or commit/check point is recorded along with information on who made the change, when it was made, and a brief description of the changes. Secondly, GIT enables collaborative development. It allows multiple group members to work on the same program concurrently. Each member of group can have their own branch to work on specific part and then these changes can be merged back into the main. Lastly, It is easy to exchange files with local storage and Git. In other words, it is not difficult to update new or changed files on Git in the local storage, or to store the files required for projects on Git in the local storage. It can be easily managed using GUI and CLI. Also, the VS IDE we use has a mutual relationship with git.

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

   Jira enables efficient task tracking, breaking down projects into manageable units and providing real-time updates on progress. This ensures clarity on responsibilities and deadlines, fostering a more organized and time-effective workflow. .Jira acts as a hub for collaboration and communication, and file-sharing in one central location which reduces the risk of information scattering across various channels.

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

   The Kanban board, as we know it today in project management, has its roots in the early 1940s when Taiichi Ohno, an industrial engineer at Toyota, developed it as a part of a lean manufacturing system. Initially devised to optimize work and inventory management throughout production stages, the Kanban system provided a visual and straightforward way to control processes in Toyota's automotive factories in Japan. Its effectiveness in visualizing workflow, tracking progress, identifying bottlenecks, and managing tasks efficiently led to its widespread adoption beyond manufacturing, particularly into the realm of project management. In modern project management, it serves as a tool to enhance team coordination, improve efficiency, and streamline the process of project completion.