# **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 |
| --- | --- |
| 1. Carine Lee | 5. Jieweon Ham |
| 1. 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 offers several advantages as a modern, web-based project management tool for software projects. Firstly, it provides enhanced collaboration by serving as a centralized hub for teams, allowing members to easily communicate, share updates, and track progress in real-time. This fosters a more efficient and cohesive working environment. Secondly, Jira enables meticulous project planning and tracking through its robust features, including customizable workflows, sprint planning, and detailed issue tracking. This aids teams in maintaining project timelines, identifying bottlenecks, and adapting to changes swiftly. Lastly, Jira's extensive reporting and analytics tools empower project managers to gain insights into team performance, project health, and areas for improvement. This data-driven approach facilitates informed decision-making, helping teams deliver high-quality software products on time and within budget.
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.