# **Milestone 1 Scrum Report**

All students are expected to attend the scrum meetings and to participate. Failure to do so will result in greatly reduced grades.

**GROUP**: Team 4

**Members Present**:

|  |  |
| --- | --- |
| 1. Seulgi Lee | 4. Alejandro Mercado |
| 2. Khassan Suleimanov | 5. |
| 3. Philip Grahamm | 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** |
| Seulgi Lee | None (Milestone 1 starts this week) | None |
| Khassan Suleimanov | None (Milestone 1 starts this week) | None |
| Philip Grahamm | None (Milestone 1 starts this week) | None |
| Alejandro Mercado | None (Milestone 1 starts this week) | None |

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** | None (Milestone 1 starts this week) |
| **Reason for delay or block** | None |
| **Impact on Project** | None |
| **Solution or work-around** | None |
|  |  |

**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 |
| Build a team of about 3-5 developers (6 is too many) | **All four team members decide to be developers.** | **We decide to have a team of four people.** |
| Create and sign a team contract | **Discussed the items in the team agreement and whether each member agreed to them.** | **Decide to draft a team agreement and get all members to sign it.** |
| Create a GIT, JIRA account | **Reviewed the methods and procedures for creating GIT and Jira accounts.** | **Each member creates a GIT account and the team leader decides to initialize the GIT repository.**  **Each member creates a Jira account and the team leader decides to set up a project.** |
| Add professors to your GIT and Jira accounts | **Confirmed how to add professors to each account.** | **Team leader has completed the process of adding your professor to your GIT and Jira accounts.** |
| Update Jira with work done and work planned | **Clarified the process for updating tasks in Jira.** | **Committed to periodically updating Jira with work done and work planned.** |

**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 |
| Team composition (4 members) | Decided to have a team of four people as all team members agreed to be developers. |
| |  | | --- | | **Create and sign a team contract** | |  | | |  | | --- | | Discussed and agreed on the items in the team agreement. | |  | |
| Repository initialization and project setup | Each member will create a GIT account, and the team leader will initialize the GIT repository to streamline version control. The team leader will also set up the Jira project for task management. |
| |  | | --- | | **Task prioritization in Jira** | |  | | Established criteria for prioritizing tasks in Jira to ensure critical tasks are addressed first and deadlines are met. |
| Problem-solving and debugging approach | Agreed on a standard process for identifying, documenting, and resolving bugs, including regular bug review meetings. |
| Testing strategy | Decided to implement unit testing for critical components to ensure code quality and stability. |

**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? |
| Seulgi Lee | Write the scrum reports - Summary of Tasks Completed or Delayed in the last week, Tasks Attempted During Meeting. | 30 min | **Yes** |
| Seulgi Lee | Write the Reflection, and when all of team members finished, combine them into a group reflection. | 30 min | **Yes** |
| Seulgi Lee | Create a team contract | 10 min | **Yes** |
| Seulgi Lee | Write and sign a team contract | 10 min | **Yes** |
| Seulgi Lee | Create a GIT account | 10 min | **Yes** |
| Khassan Suleimanov | Write the scrum reports - Summary of Meeting, Summary of Decisions Made, Tasks Attempted During Meeting. | 30 min | **Yes** |
| Khassan Suleimanov | Write the Reflection. | 20 min | **Yes** |
| Khassan Suleimanov | Write and sign a team contract | 10 min | **Yes** |
| Khassan Suleimanov | Create a GIT account | 10 min | **Yes** |
| Philip Grahamm | Write the scrum reports - Scrum Tasks Selected for Next Week, Major Outcomes of Meeting, Tasks Attempted During Meeting. | 30 min | **Yes** |
| Philip Grahamm | Write the Reflection. | 20 min | **Yes** |
| Philip Grahamm | Write and sign a team contract | 10 min | **Yes** |
| Philip Grahamm | Create a GIT account | 10 min | **Yes** |
| Alejandro Mercado | Write the scrum reports - Things That Went Well in This Meeting, Things That Did NOT go Well in This Meeting, Tasks Attempted During Meeting. | 30 min | **Yes** |
| Alejandro Mercado | Write the Reflection. | 20 min | **Yes** |
| Alejandro Mercado | Write and sign a team contract | 10 min | **Yes** |
| Alejandro Mercado | Create a GIT account | 10 min | **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 |
| Seulgi Lee | Create a Jira account |
| Seulgi Lee | Create and Initialize the GIT repository |
| Seulgi Lee | Set-up the Jira project |
| Seulgi Lee | Add your professor to the GIT and Jira accounts |
| Seulgi Lee | Update Jira with the work performed and planned |
| Khassan Suleimanov | Create a Jira account |
| Khassan Suleimanov | Update Jira with the work performed and planned |
| Philip Grahamm | Create a Jira account |
| Philip Grahamm | Update Jira with the work performed and planned |
| Alejandro Mercado | Create a Jira account |
| Alejandro Mercado | Update Jira with the work performed and planned |

**Major Outcomes of Meeting:**

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

|  |  |
| --- | --- |
| Outcome | Impact on Project |
| Team composition completed | The team composition was completed, clarifying each member's role and enabling efficient project progression. |
| Team contract written and signed | The roles and responsibilities of the team members were clearly defined. |
| Preparation for GIT repository initialization | Each team member created a GIT account, and once the team leader completes the repository initialization, all members will verify it. |
| Preparation for Jira project setup | Each team member verified how to create a Jira account, and once the team leader sets up the Jira project, all members will update the issue statuses on the Kanban board. |

**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 |
| Team contract writing | Discussed meeting schedules, task distribution, plagiarism policies, and the importance of each member diligently fulfilling their roles. All team members actively participated, enabling quick writing and signing of the contract. This ensures smooth collaboration in the future. |
| GIT repository | Team members quickly created GIT accounts, and the team leader efficiently explained the initialization process, ensuring swift preparation. This will lead to more efficient code management and collaboration. |
| Jira | Team members swiftly created Jira accounts. This will facilitate easier task tracking and prioritization. |

**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 |
| Not holding scrum meetings immediately after class | Scrum meetings were not held immediately after class, which caused delays in task allocation and progress. This led to a delay in the start of individual tasks, impacting the overall project timeline. To improve, we will hold scrum meetings right after class to quickly assign tasks and enable team members to start working on their parts promptly. This will enhance task efficiency and improve the overall project progress. |

**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.**

Firstly, one of the crucial benefits is collaboration, multiple developers can work on the same project without messing up each other's work. Each person can work on their own version and then combine their changes later. Secondly, also important thing is safety and history, version control system keeps a record of all the changes made to the project, it is mean that you can go back to an earlier version if something goes wrong. Thirdly, is one of the important parts of teamwork is tracking and responsibility. Version control system shows who made each change and why they made it, this helps everyone understand what has been done and who did it.

1. **What is a version control system? Why does GitHub qualify as a version control system?**  
   A version control system is a tool that helps keep track of changes to files, like a project or a piece of software. It records changes made to the project and allows you to see who made changes and when. GitHub qualifies as a version control system because it tracks changes using a tool called Git, which remembers all the changes made to the files. Many people can work on the same project, work on different parts, and then combine their work. Additionally, if a problem arises, a version control system allows you to revert to a previous stable version easily. For instance, if a bug is introduced or an incorrect change is made, you can quickly roll back to an earlier version to resolve the issue. This helps maintain the stability and continuity of the project.
2. **What is Jira? How are we going to use Jira for this project?**  
   Jira is a useful tool used for project management and issue tracking. It helps teams plan, track, and manage their work. In this project, we will use Jira to plan our work and track tasks and deadlines. Jira helps us stay organized, know what everyone is working on, and keep track of our project's progress. Our team will have the team leader create issues in Jira whenever tasks are needed. Through meetings, we will distribute these tasks among team members. Each member will update the status of their assigned issues on the Kanban board as they progress. This approach ensures clear communication and efficient task management.
3. **Why is a Kanban board useful in software development. What are the advantages of using Kanban board?**  
   A Kanban board is a tool used in software development to visualize and manage the flow of work. It is helping teams see what needs to be done, what is in progress, and what is completed. One of the main advantages is visualizes work, this visual representation makes it easy for everyone to see the status of tasks. Also, good advantage is improving teamwork, this bring us to better communication and cooperation among team members. Kanban board provides better workflow, this helps us identify where tasks are getting stuck and who is working on this task. Overall, using a Kanban board helps teams stay organized, work better together, and adapt quickly to changes, leading to successful project completion.