# **Milestone 6 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**: Team4

**Members Present**:

|  |  |
| --- | --- |
| 1. Seulgi Lee | 4. Alejandro Mercado |
| 2. Khassan Suleimanov | 5. |
| 3. Philip Grahamm | 6. |

## Milestone 6 Tasks

This is the final milestone where you will run the acceptance tests and fix any remaining bugs found. In addition, you will produce a testing report which lists all the tests conducted, the results and whether the bugs were fixed, and the final test passed. You will also review the test matrix to ensure every test has been performed and passed. You can change the colour of the test in the matrix to show it was run and passed. At the end, all tests in the matrix should have been passed.

The final test report can be tabular like this:

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| --- | --- | --- | --- |
| Function/acceptance/requirement | Test Run | Bugs Fixed | Passed |
| Distance | TF001 | Did not handle negative coordinates | þ |
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**Deliverables due 4 days after your lab day:**

* Final testing report listing tests conducted, bugs fixed, and the final tests passed.
* Execute acceptance tests (results in Jira), and debug.
* Updated requirements traceability matrix stored in the repository.
* Completed scrum report including reflection questions answered.

**Rubric:**

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| --- | --- | --- |
| **Individual** | Group participation (includes GitHub commits and Jira usage) | 80% |
| Teamwork | 20% |
| **Group** | Complete solution code running and executing successfully | 15% |
| Test execution (performed, results recorded, issues created) | 10% |
| Updated requirements traceability matrix | 5% |
| Final test report | 30% |
| Debugging (bugs fixed, documented, Jira updated) | 5% |
| Git usage (used properly with good structure) | 5% |
| Jira usage (creates issues, tracks progress) | 15% |
| Scrum report & reflections | 15% |
| **Deadline** | 20% deduction for each day you are late |  |

**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** |
| **Seulgi Lee** | **Execute acceptance tests (results in Jira), and debug.** | **None** |
| **Khassan Suleimanov** | **Completed scrum report including reflection questions answered.** | **None** |
| **Philip Grahamm** | **Updated requirements traceability matrix stored in the repository** | **None** |
| **Alejandro Mercado** | **Acceptance test's bugs fixed, and the final tests passed.** | **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**.**

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| --- | --- |
| **Delayed or Blocked Task** | **None** |
| **Reason for delay or block** | **None** |
| **Impact on Project** | **None** |
| **Solution or work-around** | **None** |
|  |  |
| **Delayed or Blocked Task** | **None** |
| **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 |
| Final Tests | **Discussed about the final test document. Team member was assigned to write, implement, and execute final tests for specific modules.** | **Add the document to the repository and show the whole results.** |
| Update to Requirements Traceability Matrix | **Reviewed the existing project requirements and discussed how to effectively update them.** | **The requirements traceability matrix will be kept up-to-date and stored in the repository.** |
| Jira Project Update | **Discussed updating the Jira project to show activities and progress.** | **Agreed to share progress transparently among team members via Jira and to perform regular updates.** |
| Completed Scrum Report | **Discussed writing a completed scrum report, including reflection questions.** | **Decided to use the scrum report to facilitate team reflection, gather feedback, and continuously improve project processes.** |
| Deadline Awareness | **Emphasized the importance of meeting deadlines and reminded them that there is a 20% penalty for being late.** | All team members agreed to honor the deadlines set via Jira and to notify the team leader of any changes. |

**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 |
| Completion of Final Test documentation and Coding | Final tests were set as the highest priority, we will store them to the repository. |
| Updating Requirements Traceability Matrix | After completing acceptance tests, updating the requirements traceability matrix was set as the third priority, with Philip responsible for updating and storing it in the repository. |
| Writing Scrum Report and Reflections | The scrum report and reflections will be written and reviewed in the next meeting. |
| Updating to Jira Project | To keep all team members transparently informed about the project's progress and ensure everyone is up-to-date, active use and regular updating of Jira were agreed upon. |
| Adhering to Deadlines | All team members will adhere to deadlines set via Jira and notify the team leader of any changes. |

**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? |
| Seulgi Lee | **Drafting the scrum report.** | **10 min** | **Yes** |
| Khassan Suleimanov | **MS6 setup of Jira issues.** | **10 min** | **Yes** |
| Philip Grahamm | **Exchanged opinions on the answers to the reflection questions.** | **10 min** | **Yes** |
| Alejandro Mercado | **Assigned roles and completed Jira issues and assignments.** | **10 min** | **Yes** |
|  | **Discussed and shared format and understanding of Final Tests** | **10 min** | **Yes** |
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**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 |
| Seulgi Lee | **Execute acceptance tests (results in Jira), and debug.** |
| Khassan Suleimaov | **Completed scrum report including reflection questions answered.** |
| Philip Grahamm | **Updated requirements traceability matrix stored in the repository** |
| Alejandro Mercado | **Acceptance test's bugs fixed, and the final tests passed.** |
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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 |
| Finalized Final Test Plan | Ensures all team members have a clear understanding of their responsibilities for writing, implementing, and executing acceptance tests. This will lead to a comprehensive and systematic approach to acceptance testing, improving the overall quality and robustness of the code. |
| Updated Requirements Traceability Matrix | Keeps the project aligned with initial requirements and tracks the fulfillment of these requirements through to the final product. This provides a clear documentation trail and ensures no requirement is overlooked. |
| Jira Project Update | Agree to share progress transparently among team members via Jira and to perform regular updates. |
| Completed Scrum Report | Decide to use the scrum report to facilitate team reflection, gather feedback, and continuously improve project processes. |
| Adherence to Deadlines | Ensures timely completion of tasks, which is critical for maintaining project momentum and avoiding penalties. This will help in delivering the project within the stipulated time frame, meeting all deadlines effectively. |
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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 |
| Held scrum meeting after class | Held a Scrum meeting immediately after class. It was time-efficient, allowed everyone to meet in person, and we could ask the professor questions directly if needed. |
| Discussion on Reflection | We discussed the overall reflection and decided that each person responsible for a particular task would write their part. This approach ensures that the reflection is more accurate and effective. |
| Discussion of Final Test Plan | Team members understood the importance of acceptance tests and clearly defined their roles and responsibilities. There was active exchange of opinions and feedback, facilitating smooth collaboration. |
| Discussion of Updating Requirements Traceability Matrix | The team had a clear understanding of project requirements and discussed the need to update the traceability matrix. Continuous collaboration and communication among team members supported this process. |
| Task Sharing via Jira | The team lead shared tasks on Jira, increasing clarity about the tasks and helping team members understand their roles better. |
| Discussion of Adhering to Deadlines | All team members recognized the importance of meeting deadlines and discussed how to collaborate effectively to ensure this. The team leader emphasized setting clear deadlines and reminding team members regularly. |
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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 |
| none | **none** |

**Reflections**:

Answer the following questions using your own words. Make sure that each answer comprises a minimum of 100 words.

1. Although we wrote a report on the testing that shows which tests were run and passed or failed, we also updated the traceability matrix. What are the advantages of updating the traceability matrix in addition to writing the test report?  
   In my view, updating the traceability matrix alongside writing a test report offers several advantages. Firstly, clear requirement coverage: the traceability matrix links tests directly to specific requirements, ensuring that all requirements are tested. This helps identify any gaps in testing that might be missed in a standard test report. Secondly, If requirements change, the matrix helps quickly identify which tests and code areas might be affected, making updates more efficient and accurate. Thirdly, It provides a clear record showing that all requirements have been addressed through testing, which can be crucial for audits, compliance, and stakeholder assurance. In summary, while the test report details the results, the traceability matrix ensures comprehensive coverage and facilitates better management of testing activities.
2. Teamwork on a project like this is vital to its success. How well did your team work together? If you worked well, what contributed to its success? If it did not work well, what contributed to the problems?  
   Teamwork is indeed crucial for the success of a project like this. Our team showed the great work, we maintained open lines of communication, ensuring that everyone was on the same page regarding tasks, deadlines, and expectations. Regular check-ins and updates kept the team aligned and focused. The team was supportive, offering help and feedback when needed. This collaborative spirit fostered a positive working environment and allowed us to overcome challenges together. When issues arose, we approached them collectively, brainstorming solutions and making decisions as a team. This approach led to more creative and well-rounded solutions. That is why, we are sure that out team did a great job, and we are proud of each other.
3. In every milestone you were asked what worked and did not work along the way. Were you able to incorporate what you learned to improve your team’s performance on the next milestone? Did your team learn from their mistakes and improve? If so, why? If not, why?

Reflecting on our milestones, we did aim to incorporate the lessons learned from each stage to improve our team's performance in subsequent milestones. We actively reflected on what didn’t work in each milestone and discussed how to avoid similar issues in the future. This helped us to identify problem areas, such as communication gaps or inefficient task allocation, and address them effectively. We took feedback seriously and applied it to our workflow, whether it was related to improving communication, refining our processes, or enhancing our technical skills. This led to better coordination, clearer task assignments, and overall smoother execution in later milestones. Overall, our ability to learn from our experiences and improve as a team hinged on our openness to feedback, willingness to adapt, and commitment to continuous improvement.

1. Did you end up testing the code to the point where you were convinced it worked correctly? Were there any tests that had not pass at the end? If so, what was the impact of this on the project?

We tested the code extensively, and through various stages of integration and validation, we reached a point where we were largely convinced that the code worked correctly. The combination of unit tests, integration tests, acceptance tests and system tests helped us ensure that the different components interacted well and produced the expected outcomes. However, there were a few tests that did not pass towards the end. These failures were primarily due to edge cases that we had not anticipated initially. Addressing failed tests, especially critical ones, led to delays in the project timeline. We had to spend additional time and resources to debug and resolve these issues. In summary, while we were confident in the overall functionality of the code, the tests that did not pass highlighted areas for further improvement. These failures had varying impacts on the project, from minor delays to potential risks in the final product, and they underscored the importance of thorough testing and risk management in software development.