# **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**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_6\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Members Present**:

|  |  |
| --- | --- |
| 1. Cynthia Fotso | 4. Tsz Wa Wong (Locus) |
| 2. Jackey Zhou | 5. Shwe Yee Lin Aung |
| 3. Nevan Sargeant | 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**

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| --- | --- | --- |
| **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.

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| **Member** | **Tasks Completed** | **Tasks Delayed/Blocked** |
| Jackey | Github |  |
| Nevan | Jira, Scrum Report reflection Question 2 |  |
| Cynthia | Emailing the Professor, Scrum Report reflection Question 3 |  |
| Locus | Group Contract |  |
| Shwe Yee | Scrum Report |  |
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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** |  |
| **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.

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| --- | --- | --- |
| Topic | Discussion Summary | Outcome |
| Github | Follow the instructions written in the pdf to create a repository | Jack makes the account |
| Jira | Follow the instructions written to make a Jira account and does a reflection | Nevan makes the project |
| Group Contract | Set a group contact with rules for everyone to follow | Locus make the contract |
| Scrum Report | Fill up the group’s scrum report | Shwe Yee does the task |
| Emailing the Professor | Required to email the professor of the repository and projects we created and does one reflection | Cynthia emails the professor |
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**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 |
| Jackey makes the repository | Required task to be completed |
| Nevan makes the project | Required task to be completed |
| Locus makes the contract | Required task to be completed |
| Shwe fills up the report | Required task to be completed |
| Cynthia emails the professor | Required task to be completed |
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**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.

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| --- | --- | --- | --- |
| Member | Task Attempted | Time Spent | Complete? |
| Jackey | Making Github repository | 4 hours |  |
| Nevan | Making the Jira Project, completing a reflection | 25 mins |  |
| Cynthia | Emailing the professor, completing a reflection | 15 mins |  |
| Locus | Making the group contract | 25 mins |  |
| Shwe Yee | Filling up the scrum report | 25 mins |  |
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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 |
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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 |
| Able to complete all the tasks for the Milestone | Group members have a general idea of what to do moving forward with the Milestone and hence, are able to contribute and communicate more effectively in future meetings |
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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 |
| Completion of making Github repository | Effective Communication on who would carry out the task |
| Completion of project on Jira | Concise communication for task allocation |
| Completion of making a group contract | Direct and open communication with inputs from members |
| Completion of the scrum report | Accurate documenting of tasks done |
| Completion of emailing the professor of the required submissions | Swift communication to ensure that steps are followed |
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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 |
| People were nervous at the start to talk | Group members are not familiar with each other, this can be improved as we have more meetings in the future to interact more with each other |
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**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.

The first benefit of using Git is the History and Tracking feature it offers to its users. How the system works is that it keeps track of changes to files made overtime. This allows users to view the history of the changes made, who made them, and when they were made. Thus, it is useful for understanding how a project has evolved and reverting to previous versions is possible in cases where one needs to identify sources of bugs or issues. Another benefit is that Git facilitates collaboration among team members by providing a centralized repository where everyone can contribute changes to the project. The system will then merge changes together which ensures that everyone is working on the latest version of the project. The third benefit is how Git allows its users to create branches, which are separate lines of development that can diverge from the main codebase. This feature makes it possible for developers to experiment with and implement new features without it affecting the main project.

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

One good advantage of using this helps us be able to keep up to date on what tasks need to be done, allows us to see what people are doing and the current progress that everyone is currently at for the assignment.

This allows us to see what everyone is doing without having to communicate and helps everyone out in case that we are not able to communicate with a certain person, we can check Jira to see their current progress.

The last advantage is with having the To be done, In progress and Complete section, this allows everyone to know the current progress we are at and when was the last time we made edits to work.

1. Write a brief history of the Kanban board. Describe why it is useful in a project like this one.  
     
   The Kanban board was developed in the 1940s by Taiichi Ohno at Toyota. It is a visual project management tool that helps teams to visualize their work in progress and enables maximize efficiency. It was used in the Toyota Production System to improve manufacturing processes.

The word Kanban in Japanese means visual card. It initially involved physical cards to notify the need for more inventory in the manufacturing system, but it updated to a broader project management methodology. It later gained popularity in software development and management methodologies like scrum. A Kanban board consists of columns representing different stages of work, and cards representing individual tasks. And as the work progresses, the cards move from left to right across the board.

Kanban will be useful in a project like this one because it will enable us:

- visualize our workflow (by viewing work stages visually, we can understand the tasks which are in progress, pending, and those that were completed),

-limit work in progress (by allowing us to complete the existing work before starting new tasks using constraints),

- facilitate continuous improvement as it allows regular review and processes refinement,

- enhance collaboration, as it provides transparency into individual and team workloads thereby fostering better communication and collaboration among us.