# **MILESTONE 6** -- 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**:

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| 1. Jackey Zhou | 4. Shwe Yee Lin Aung |
| 2. Nevan Sargeant | 5. Cynthia Fotso |
| 3. Tsz Wa Wong (Locus) | 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 | 🗹 |
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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 | 20% |
| 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) | 10% |
| 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** |
| **Nevan** | **Acceptance Test, Reflection Q2** |  |
| **Shwe** | **Scrum Report, Final Report** |  |
| **Jackey** | **Reflection Q3** |  |
| **Locus** | **Final Report, Reflection Q1, Code Update, Traceability Matrix Update** |  |
| **Cynthia** | **Reflection Q4** |  |
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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 |
| Task Allocation | Tasks required to be completed are identified and allocated to each member according to availability. The tasks were allocated based on urgency and importance. Time control was also a great factor here because we had a lot do in this milestone as we first had to fix our previous errors before proceeding with milestone 5 requirements | A general allocation of tasks for each member was completed by collaboration and discussion among the group about which person was allocated to which task. On some tasks, we collaborated. |
| Documentation of tasks | To keep a thorough documentation of task assignments, progress updates and any decisions made during the task allocation process. | It serves as a reference point and help maintain accountability. |
| Feedback Mechanisms | Establish mechanisms for providing feedback on task progress and addressing any challenges or obstacles that arise. | Regular check-ins or status updates helps keep tasks on track and identify issues early. It was mostly done on teams call and in Jira. |
| Task Completion | Discussion is done to have a general summary and confirmation of completed tasks by each group member. | Acknowledge the contributions of each team member to the project or initiative. |
| Collaboration | Parties involved: The collaboration involved team members working together on the milestone and communicating through teams and Jira | As a result of the discussion, the team agreed on clear project milestones, assigned responsibilities to each team member, established regular progress review meetings, and designated communication channels. Additionally, potential risks and mitigation strategies were identified to ensure smoother project execution. |
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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 |
| Cynthia does reflection | With a better understanding of herself, she can make choices that are more aligned with her goals and values. Reflecting on past decisions can also help her identify patterns and learn from her experiences. It provides a comprehensive record of the project or activity, documenting its objectives, methods, results, and conclusions. This documentation can be invaluable for future reference, audits, or sharing with stakeholders. |
| Jackey does reflection | He did so to encourage himself to think critically which helped with analysis, synthesis, and evaluation. Taking time to reflect on a problem can help you see it from different angles and come up with creative solutions. A final report holds individuals or teams accountable for their work by clearly outlining what was accomplished and whether objectives were met. This transparency can foster trust and credibility with stakeholders. |
| Shwe does scrum report, final report | Enhanced Team Communication and Collaboration: The process of creating the report itself fosters communication and collaboration within the Scrum team. Team members discuss their work, identify dependencies, and ensure everyone is on the same page.  Better Progress Tracking and Measurement: Scrum reports help track the team's velocity (rate of completion) over time. This allows you to measure progress against goals, identify trends, and forecast future performance more accurately. |
| Locus does final report and reflection, update code, traceability matrix | The insights and data presented in the final report can inform decision-making processes within the organization. Whether it's evaluating the success of a project, allocating resources, or determining future strategies, the information contained in the report can be instrumental. |
| Nevan does final report, acceptance test, reflection | Reflective practices encourage him to articulate their thoughts and experiences effectively. This improved communication skill can facilitate better collaboration, conflict resolution, and relationship-building in future collaboration. |
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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 could not be completed, the student should indicate why this was not possible.

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| --- | --- | --- | --- |
| Member | Task Attempted | Time Spent | Complete? |
| Locus | **Final report, reflection, code updates** | **300 mins** |  |
| Cynthia | **Final report, reflection** | **30 mins** |  |
| Nevan | **Final report, reflection** | **70 mins** |  |
| Jackey | **Final report, reflection** | **30 mins** |  |
| Shwe | **Scrum report, Final Report** | **60 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 |
| Integration Test Cases were done | Uncovers compatibility issues, interface errors, and problems that arise when components interact, preventing costly defects later in development or production. |
| Github | The files completed by each group members are uploaded for easier access by the professors and easier collaboration of the team going forward |
| Jira Updates | There is a documentation of who does what for each week tracked which makes it easier for the professor to see who made each contribution |
| Scrum Report | Help establish accountability within the team by documenting commitments and progress towards those commitments. Team members are accountable for completing their assigned tasks within the agreed-upon time frame |
| Reflections | Reflection encourages the group members to enhance their self-awareness, communication and collaboration which leads to overall improved performance and productivity within a team |
| Integration Test Code were done | Complements unit tests by focusing on interactions between modules, testing broader scenarios and ensuring more comprehensive coverage. |
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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 |
| Allocation of tasks | Group members identified what they were comfortable with doing and set off to do what was required for each task. |
| Completion of tasks | Since group members did what they were comfortable with and asked for clarifications during the group call, the progress went smoothly for each deliverable. |
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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 |
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**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 function test matrix. What are the advantages of updating the function test matrix in addition to writing the test report?  
     
   Updating the function test matrix along with writing the test report has many advantages. For example, it helps the person making business decisions see quickly which project requirements are met and which are not. This helps them decide if the software is ready to be released. It also helps the person in charge of fixing bugs find out quickly which tests did not pass and start fixing them.
2. Teamwork on a project like this is vital to success. How well did your team work? If it worked well, what contributed to its success? If it did not work well, what contributed to the problems?  
     
     
   During this project, it was very well shown how important that teamwork would be needed for this due to how much work and the difficulty it would be if it was only worked by one person. Due to multiple people working on it, it helped everyone be able to work on the project and finish it at a good pace compared to being on your own. The teamwork that our group had was pretty good, we all contributed to doing all of the assignments that needed to be done and we all equally divided the work that is fair for everyone. At first it was hard due to us not knowing each other but after the 1st milestone, we got comfortable with everyone and we all managed to finish things fast and done well. But with the trust that we all gained, we managed to trust each other that they did everything well and on time.
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 improving your team’s performance on the next milestone? Did your team learn from its mistakes and improve? If so, why? If not, why?  
     
   The team incorporated lessons learned from each milestone into improving our teams performance for the next milestones. We all learned from our mistakes and implement the improvements which then resulted in better outcomes. By working together, we have taken advantage of our combined experience and applied the knowledge gained to promote ongoing progress.
4. Did you end up testing the code to the point where you were convinced it worked correctly? Were there any tests that had not passed at the end? If so, what was the impact of this on the project?

Testing our code thoroughly was very crucial as it ensured its correctness and reliability. Before concluding on anything, we had to repeatedly test our code to confirm thta it works as required. During the testing process, i will admit it was tudious because some of the tests passed once, meanwhile for others, we had to repeat them as they didn't succeed at the first attempt.   
The test failures enhanced our collaboration as a team as we had to pass it from one person to another to get it to work, and it prompted a deeper investigatoin of the code. The code was revised for proper understanding, to identify any potential bugs that might have led to the failed tests. This iterative process did not only help in rectifying the issues we had, but also enhanced our understandnig of the code.  
There were no tests that didn't finally pass at the end. We had all our tests green at the end of our testing phase. But i believe that if we had some tests that did not pass at the end, this would have caused significnant delays in our project, thereby impacting on our project timelines and deliverables and we would have been marked down for this (not delivering a project that runs well on time).