# **MILESTONE 1** -- SFT221 SCRUM Report and Reflections

This report should be completed in the class and submitted at the end of class. Late submissions cannot be accepted without prior approval of the instructor.

**GROUP**:6

**Members Present**:

|  |  |
| --- | --- |
| 1. Jay Bakaraniya | 4. Meet Sonagara |
| 2. Jay Ajani | 5. |
| 3. Ronak Rathod | 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 | 15% |
| Git repository | 25% |
| Jira project | 25% |
| SCRUM report & reflections | 25% |
| Meets deadlines | 10% |
| **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** |
| **Meet Sonagara** | **Created GitHub, Setup GitHub for project, Jira Setup for project** | **No Delays or any blockage** |
| **Jay Bakraniya** | **Created Group Contract** | **No Delays or any blockage** |
| **Jay Ajani** | **Created GitHub and Jira Account,**  **Review Group Contract, Created A Scrum Report** | **No Delays or any blockage** |
| **Ronak Rathod** | **Created GitHub and Jira Account,**  **Review Group Contract, Answered Reflection Question** | **No Delays or any blockage** |
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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 |
| Team Lead | **Decided who will represent the whole team** | **Meet Will be the team lead** |
| Group Contract | **Here we have decided the terms and conditions for the project, moreover we have also set rules and consequences if a person fails to abide it** | **Contract Signed** |
| GitHub Setup | **Create GitHub account and set it up for the project** | **Account created and Setup completed** |
| Jira Setup | **Discussed how to use Jira and for what purpose we use it. Jira account setup for project** | **Account created and Setup completed** |
| Tortoise Git Setup | **How to Setup Tortoise git** | **Setup Completed** |
| Scrum Report | **Discussed that this report is very important for the team evaluation** | **Scrum Report Finished** |
| Project Planning and Submission | **Review submission dates and all the deliverables and created future project plan** | **Project Planning Started** |

**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 |
| Task Distribution | Each Member will get the equal amount of the work to achieve enough productivity and you must finish you work within the given time |
| Deadlines | Everyone must strictly follow all the given deadlines as it’s important for the development of our project. |
| Weekly Meeting | Minimum 2 meetings to meet all the project requirements and may have additional meetings if needed. |
| Assistance | As We all are working in a team, helping other team member will be beneficial to achieve our goals. |

**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? |
| All | **GitHub Setup** | **10 Min** | **Yes** |
| All | **Jira Setup** | **15 Min** | **Yes** |
| All | **Tortoise Git Setup** | **20 Min** | **Yes** |
| All | **Signed Group Contract** | **25 min** | **Yes** |
| All | **Project Discussion** | **45 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 |
| Jay Bakaraniya | Review Source Code (All Files) |
| Jay Ajani | Analyze all the problems in the project |
| Ronak Rathod | Review Source Code (All Files) |
| Meet Sonagara | Create Test Plan and Data Structure |
| All | Review project and get familiar will the interface and how to work with Jira Software, GitHub and Tortoise Git |
| All | Next Meeting on 14/07/2024 Sunday After Class and please review Milestone-2 |
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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 |
| Group Contract | **Clears all terms and condition which helps all the team member work effectively for the succession of this project** |
| Jira Software Setup | **To Assign and track the ongoing progress on this project.** |
| Scrum Report | **To efficiently evaluate team** |
| GitHub And Tortoise Git | **Base of this Project which enables this project, and as a team we can share our works with other team members and they can make any change in it if any bug in code.** |
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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 |
| Contract | **All Agreed upon and signed.** |
| Scrum Report | **All have contributed to reporting everything they did** |
| Meeting and Completion of work | **Dedication of team members to work this project** |
| Project Setup | **All the contributed and finished their work on time.** |
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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 |
| Time Management | **It was really very challenging for us to work with the Tortoise Git and Jira software. It has taken a lot of time more than we expected. But eventually we have explored this all the tools a lot. However we are working in a team, which helps us a lot in which we get support from other team members. From the next time we all will come up will the best preparation for our next meeting to make it really effective and Productive** |
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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.

GIT is a very popular, widely used, and open-source tool used to track projects. There are many benefits of using git that are:

1. Version Tracking and History: Version control systems maintain a comprehensive history of changes made to files. This is invaluable for tracking the evolution of a project. One can easily revert to a previous version of a file or the entire project if something goes wrong. This capability is particularly useful when debugging issues or when one needs to understand how and when specific changes were introduced. It provides a safety net for your project's integrity.
2. Backup and Recovery: VCS acts as a backup mechanism. If data is lost or corrupted, you can easily recover it from the repository. This reduces the risk of data loss due to accidents, hardware failures or deleting by mistake.
3. Collaboration and Teamwork: version control system enables seamless collaboration among team members. Multiple people can work on the same project simultaneously without interfering with each other's work. Each collaborator can create their own branch to develop new features or make changes independently. This ensures that work progresses smoothly, reduces conflicts, and enhances productivity.
4. Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.

Project management tools are software or systems used to plan, organize, and oversee projects. They help teams and individuals manage tasks, resources, timelines, and communication to achieve project goals efficiently. These tools are used to:

1. Plan and Schedule: Define project tasks, assign responsibilities, and create timelines.
2. Track Progress: Monitor task completion, timelines, and budgets in real-time.
3. Collaborate: Facilitate team communication, file sharing, and coordination.
4. Resource Management: Allocate and manage resources effectively.
5. Reporting: Generate reports and insights for decision-making.
6. Write a brief history of the Kanban board. Describe why it is useful in a project like this one.

The Kanban board started in Japan for better manufacturing in the 1940s, and later, it moved to other fields like software development. It's a visual tool that helps teams see their work and make it more efficient.

1. Kanban boards are helpful in projects because it provides:
2. Visual Clarity: They show work progress clearly.
3. Real-Time Tracking: Team members can see what's happening now.
4. Efficiency: They reduce overloading and help people focus.
5. Continuous Improvement: Teams can fix problems as they arise.
6. Flexibility: Kanban fits different types of projects and workflows.