# **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**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_9\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Members Present**:

|  |  |
| --- | --- |
| 1. Seliya Marahatta | 4. Sameer Bal Tamang |
| 2. Janice Kang | 5. Daniel Kim |
| 3. Potpourri Fajilagot | 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** |
| All members | Github account Creation |  |
| Janice Kang | GitHub repository creation |  |
| All members | Signed the contract |  |
| Seliya M. | Created the Jira Group Invites |  |
| Potpourri F. | Logged tasks and answers in the scrum file |  |
| All members | Participated in meeting and reflection discussions |  |
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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 |
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| GitHub account creation | **How to create the GitHub account** | **All members successfully created GitHub accounts** |
| Repository Creation | **How and Who Will Create the Repository account of the group** | **Janice successfully Created the repositories with the directories and file inclusions** |
| Jira Group Account Creation | **How and Who Will Create the Jira account of the group** | **Seliya successfully created the Jira Accounts and the invites are being received by the group members** |
| Scrum Report and Reflection | **Discussion about the answers of the reflection questions** | **Reflection questions are addressed and answered simultaneously.** |
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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 |
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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? |
| All members | GitHub creation | 2 min | YES |
| Janice Kang | Repository Creation with directories | 30 min | YES |
| Seliya M. | Jira Group Creation | 15 min | YES |
| All members | Jira Account Creation | 5 min | YES |
| Potpourri F. | Logged Answers from the group in the scrum file | 20 min | YES |
| All members | Discussion of Reflection answers and tasks related details | 30 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 |
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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 |
| GitHub and Jira account creation | -Successful Collaboration about tasks are discussed and planned within the Group Account |
| Initialization of GitHub account | -Easy access and modification of the group updated workshops |
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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 |
| Planning of tasks | All Team members are communication well in team meetings. |
| Analysis of the tasks | Proper discussion and reading module throroughly |
| Account Creation  (Implementation) | All members teamwork and participation |
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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 (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.

**Working with GIT as a collaborator offers the following benefits:**

1. **History Tracking:**

This makes it easy to track who made what changes, when they were made, and why they were made. This history-tracking feature is especially helpful when trying to pinpoint where a bug was introduced or when trying to understand the progression of a project over time.

1. **Collaboration:**

GitHub made it easy for multiple collaborators to work on the same project simultaneously. Each collaborator can work on their own branch of the project, making changes and additions without interfering with each other's work. This reduces the risk of conflicts and makes it easier to merge changes together into a final product.

1. **Backup and recovery:**

GitHub acts as a backup of your project. In the event that something goes wrong or a mistake is made, you can always revert back to a previous version of your project. This provides peace of mind knowing that you can always recover your work, even if something catastrophic were to happen.

1. Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.  
     
    **Working with JIRA as a collaborator offers the following benefits:**
2. **TASK MANAGEMENT:**

Jira provides a centralized platform for tracking and managing all tasks and activities related to a software project. It allows team members to create, assign, and prioritize tasks, set deadlines, and track progress on each task. This helps to ensure that everyone is on the same page and working towards a common goal.

1. **ISSUE TRACKING:**

Jira enables teams to create and track different types of issues, such as bugs, feature requests, and enhancements. Each issue can be assigned to a team member, given a priority level, and tracked through to resolution. This helps to ensure that no issue falls through the cracks and that all team members are aware of any problems that need to be addressed.

1. **COLLABORATION:**

Jira facilitates collaboration among team members by providing a platform for sharing information, feedback, and updates on the project. Team members can communicate with each other, share documents and files, and provide status updates on their work. This helps to foster a more collaborative and transparent work environment, leading to better communication and productivity.

1. Write a brief history of the Kanban board. Describe why it is useful in a project like this one.  
     
   The Kanban board is a management toll that helps with collaborative and visual work in progress and streamlines efficiency, while simplifying team communication. The word “kanban”, originated from the Japanese word equivalent of “billboard”, indicating available capacity. Like the word, the concept of kanban came from the early 1940s. The system was developed by Taiichi Ohno (Industrial Engineer and Businessman) for Toyota automobiles in Japan, created as a simple planning system, then in later years became an efficient way of operation in variety of production systems.

The reason kanban boards are useful in projects is because the aim of it is to control and manage work and inventory at every stage optimally. It changes inadequate productivity and efficiency of teams into a flexible, efficient, and just-in-time production with continuous monitoring to ensure great value to not just the product, but to the whole team.