# **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**: 02\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Members Present**:

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| --- | --- |
| 1. Niyatiben Patel | 4. Yagnik Dankhara |
| 2. Sakshi Sakshi | 5. Preet Chakrani |
| 3. Jeny Rangani | 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 at End of Lab**

* Completed SCRUM report & reflections

**Deliverables Due 24 hours after lab**

* Completed team contract
* Fully initialized Git repository
* Fully setup Jira project

**Rubric**

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| --- | --- | --- |
| **Individual** | Group Participation | 75% |
| Teamwork | 25% |
| **Group** | Contract | 15% |
| Git Repository | 25% |
| Jira Project | 25% |
| SCRUM Report & Reflections | 35% |
| **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** |
| Niyatiben Patel, Sakshi Sakshi, Jeny Rangani, Preet Chakrani, Yagnik Dankhara | Setup teams of about 5 developers | **N/A** |
| Niyatiben Patel (Technical lead) | GIT account setup | **N/A** |
| Sakshi Sakshi (Project Manager) | Jira account setup | **N/A** |
| Niyatiben Patel, Sakshi Sakshi, Jeny Rangani, Preet Chakrani, Yagnik Dankhara | Make a scrum report including answering reflection questions | **N/A** |
| Niyatiben Patel, Sakshi Sakshi, Jeny Rangani, Preet Chakrani, Yagnik Dankhara | Complete the team contract | **N/A** |
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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** | **N/A** |
| **Reason for delay or block** |  |
| **Impact on Project** |  |
| **Solution or work-around** |  |
|  |  |
| **Delayed or Blocked Task** | **N/A** |
| **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 |
| **Understanding the requirements of the milestone** | **Examining each milestone requirement and discussing important points and tasks and learning about each other’s strengths and weaknesses in terms of technical knowledge.** | **Increased familiarity among teammates and better understanding of the group project.** |
| **Assigning tasks** | **Delegating each member, a specific task based on their interests and abilities** | **Proper distribution of workload** |
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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 |
| Selection of team member for the position of Technical Lead – Niyatiben Patel | The decision was made collectively on the basis of mutual understanding and depending on the selected team member’s exceptional abilities. |
| Selection of team member for the position of Project Manager – Sakshi Sakshi | The decision was made collectively on the basis of mutual understanding and depending on the selected team member’s exceptional abilities. |
| Ensuring the timely completion of group contract – Jeny Rangani | The decision was made collectively on the basis of mutual understanding and depending on the selected team member’s exceptional abilities. |
| Ensuring the timely completion of scrum report – Preet Chakrani, Yagnik Dankhara | The decision was made collectively on the basis of mutual understanding and depending on the selected team member’s exceptional abilities. |
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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? |
| Niyatiben Patel, Sakshi Sakshi | Completion of all information required to fill in tables in the scrum report. | **30 minutes** | **Yes** |
| Jeny Rangani | Answering reflection question 1 | **15-20 minutes** | **Yes** |
| Preet Chakrani | Answering reflection question 2 | **15-20 minutes** | **Yes** |
| Yagnik Dhankhara | Answering reflection question 3 | **20 minutes** | **Yes** |
| Niyatiben Patel | GitHub account setup | **2-3 hours** | **Yes** |
| Sakshi Sakshi | Jira account setup | **1-2 hours** | **Yes** |
|  |  |  |  |

**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 |
| Niyatiben Patel | Create an analysis of the problem |
| Preet Chakrani, Yagnik Dhankhara | Complete scrum report including reflection questions answered. |
| Jeny Rangani | Create a test plan stored in the repository. |
| Sakshi Sakshi | Create a series of data structures as header files and stored in the repository. |
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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 |
| **Increased familiarity among teammates and better understanding of the group project.** | **Better time management and increased productivity of team members.** |
| **Proper distribution of workload** | **Timely submission of proper and well-thought-out milestone 1.** |
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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 |
| Equal distribution and delegation of tasks required to be completed | **Based on each team member’s abilities and interests and with mutual understanding.** |
| Proper analysis of the milestone | **Active participation in group discussion and proper communication among team members.** |
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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 |
| N/A | **N/A** |
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**Reflections (to be answered by the group)**:

1. GIT is an example of a version control system. List and explain 3 benefits of using a version control system.  
     
   1. **Facilitates smooth collaboration among developers:** A version control system enables developers to work together smoothly on a group project. It allows them to work on different sections of the code simultaneously. Moreover, it helps to keep a record of what changes were made to the code and by whom and when, which in turn leads to individual accountability and increased teamwork and productivity.

2. **Provides a history of project’s codebase**: A version control system keeps a record of every change made to the code, including information like the author, timestamp, and a descriptive message explaining the changes. This comprehensive history allows developers to easily trace the evolution of the code over time, review previous versions, and revert to earlier states if required. Therefore, it is easier to troubleshoot issues, identify bugs, and understand the reasoning behind specific decisions made during development.

3. **Serves as a reliable backup for the project’s code:** A version control system acts as a reliable backup system for the code. For instance, if our local computer or storage device fails, our code can be easily recovered by downloading it from the remote repository where it has been stored. Furthermore, as stated earlier, we can easily revert to earlier states of our code if we make some unnecessary change in our code with the help of features like branching and tagging in version control systems.

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

1. **Helps to stay organized: A** project management tool helps to keep project work organized. It serves as a platform to manage tasks more efficiently all in one place. We can assign tasks to team members and keep record of the time taken to complete the task. This makes it easier to keep track of the project's progress and know what needs to be done.

2. **Increased teamwork and better collaboration:** A project management tool makes it simpler to work together as a team. It lets you customize how tasks are handled, so everyone knows the steps to complete them. You can communicate within Jira by leaving comments, attaching files, and mentioning specific team members. This makes it easier to share updates, discuss things, and work together smoothly**.**

3. **Seamless Tracking of Project History**: Jira keeps a record of all the changes and updates made to your project. This means you can easily revert to the previous change and see what changes were made, who made them, and when. It's like having a timeline that shows the entire history of your project. This is helpful for troubleshooting issues, understanding past decisions, and keeping a clear track of how your project has evolved over time.

1. Write a brief history of the Kanban board. Describe why it is useful in a project like this one.

The Kanban board was created by Toyota in the 1940s as part of their efficient manufacturing system. "Kanban" means "visual card" in Japanese. Initially, physical cards were used to represent tasks or items, and they were moved on a board to show their progress in the production process. Subsequently, the idea of the Kanban board spread to other industries, including project management and software development. Consequently, it became a popular tool for organizing and tracking work.

The Kanban board is a helpful tool for project organization and improvement. It allows teams to visualize their workflow, making it easy to track progress and determine what tasks are left. With the Kanban board, teams can collaborate better and work more efficiently by focusing on one task at a time. It aligns with the idea of being lean and efficient, resulting in faster project delivery and higher quality. The board also provides flexibility to adapt to changing requirements. Overall, the Kanban board promotes transparency, and teamwork. Therefore, this tool embedded in Jira application will serve as a very efficient framework for creating a successful and well-designed project for our team.