# **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**: 4

**Members Present**:

|  |  |
| --- | --- |
| 1.Ankush Ankush | 4. Kashyap Hasmukhbhai Patel |
| 2.Sumit Kumar | 5.Priyangan Chandrathayan |
| 3.Heet Hiteshbhai Patel |  |

**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**

|  |  |  |
| --- | --- | --- |
| **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** |
| 1.Ankush Ankush | **Report** | **No** |
| 2.Sumit | **reflection** | **No** |
| 3.Heet Hiteshbhai Patel | **Organizing the meetings (team leader, PM )** | **No** |
| 4. kashyap Hasmukhbhai Patel | **Providing the resources and information required for report** | **No** |
| 5.Priyangan chandrathayan | **Providing the information and ideas required for reflection** | **No** |
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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**.**

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

|  |  |  |
| --- | --- | --- |
| Topic | Discussion Summary | Outcome |
| What this Project is all about?? | In the starting of our meeting we all discussed what this project is all about and how we should do it. | Able to understand project and grasp the main topic. |
| How to Make Git repo and jira account?? | As mentioned in the Project we were required to make accounts, in the meeting we decided that who will be our leader and how everyone can create their respected accounts. | Able to create our accounts |
| Divided the project | After that we all divided the task on hand discussed who will do what and reached on conclusion as mentioned above. | Successfully Able to divide the team work among us |
| When to submit the project according to every body’s convenient time. | After dividing task among our self we decided that all will send their part of work to leader who will further submit this to the professor. | Able to successfully  Complete our task. |
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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 could not be completed, the student should indicate why this was not possible.

|  |  |  |  |
| --- | --- | --- | --- |
| Member | Task Attempted | Time Spent | Complete? |
| 1.Ankush Ankush | Report | 15 min | Y |
| 2.Sumit | Reflection | 20min | Y |
| 3.Heet Hiteshbhai Patel | Dividing work and Team leader | 10 min | Y |
| 4. kashyap Hasmukhbhai Patel | Providing support for Report | 15 min | Y |
| 5.Priyangan chandrathayan | Providing support for Reflection | 20 min | Y |
|  |  |  |  |
|  |  |  |  |

**SCRUM Tasks Selected for Next Week**:

The tasks each member has selected to pursue for this class or the next week.

|  |  |
| --- | --- |
| Group Member | Task Description |
| Heet Patel | Completing Scrum report and track progress |
| Ankush | Test Planner and Tester |
| Kashyap Patel | Test Planner and Tester |
| Sumit Kumar | Coder |
| Priyangan Chandrathayan | Coder |
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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 |
| Deciding upon Team leader | **Corporation of every member** |
| Dividing work | **Corporation of every member** |
| Doing report in live meeting | **Corporation of every member** |
| Doing  Reflection in team meeting | **Corporation of every member** |
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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 |
| -- | **--** |
| -- | **--** |
| -- | **--** |
| -- | **--** |
| -- | **--** |
| -- | **--** |
| -- | **--** |

**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.

**Answer:**  Version control systems provide several advantages that are essential for project management and collaborative software development. These are the three main benefits:

1. Team Collaboration.

2. Tracking History and progress.

3. Backup and Disaster Recovery  
  
**Team Collaboration**: Multiple developers can work on the same project at once without interfering with other people's work and when everybody's task is done, they all can merge their task together and complete their project.

**Tracking History and progress:** It helps us in tracking the history and progress of every member included in the team and this help us in identifying which member is on time with his/her work and which one is lagging others.

**Backup and Disaster Recovery:** Version control systems are a great way to store project files and source code in case of emergency. The project's complete history is kept in a central repository, which can be duplicated to several places. This greatly lowers the possibility of data loss resulting from hardware malfunctions, inadvertent deletions, or other calamities.

1. Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.  
   Answer: There is no double that Jira is a modern, web-based tool for managing software projects. There are Three advantages of using Jira which are listed below:
2. **Efficient Task management**: Teams can assign, prioritize, track, and manage tasks and issues more methodically when they use Jira. It provides flexible workflows that may be adjusted to the team's own practices. It outlines the process of an issue from its inception to its resolution, covering phases such as inception, continuous work, testing, and conclusion.
3. **Real-time Collaboration**: Instantaneous collaboration amongst team members, stakeholders, and outside partners is supported by Jira. On the site, users can submit files, share progress updates, and comment on issues, all of which facilitate effective communication. Notifications and alerts minimize communication breakdowns and enhance team synchronization by keeping team members informed of pertinent changes.
4. **Data-driven Decision Making:** With Jira's extensive reporting and analytics features, teams may obtain important insights into the progress and effectiveness of their projects. To track important data like task completion rates, problem resolution times, and team workloads, users can create customized dashboards and reports.
5. **Write a brief history of the Kanban board. Describe why it is useful in a project like this one.**  
     
   **Answer:** Originating in the practice of lean production in the 1940s, the Kanban board has developed into a flexible tool for project management. Software development teams began implementing Kanban throughout time to increase efficiency and production. The Kanban board's usefulness in this project is derived from its capacity to graphically depict tasks at every stage of their development. By showing work items, it guarantees transparency and enables the team to prioritize activities, spot bottlenecks, and allocate resources as efficiently as possible. It promotes a consistent workflow, avoids overburden, and continual development by restricting work in progress. The Kanban board's visual format also fosters better teamwork and communication, which makes it a priceless tool for project management.