# **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. Song Hwan Oh | 4.Sangjune Lee |
| 2. Shine Lee | 5. Ji Ho Nam |
| 3. Yoojin Lee | 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** |
| **Song Hwang Oh** | **Group Contract, SCRUM** | **N/A** |
| **Shine Lee** | **Group Contract, SCRUM** | **N/A** |
| **YooJin Lee** | **Group Contract, SCRUM** | **N/A** |
| **Sangjune Lee** | **Group Contract, SCRUM** | **N/A** |
| **JI Ho Nam** | **Group Contract, SCRUM** | **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** | **None Blocked, Start week of the project** |
| **Reason for delay or block** | **N/A** |
| **Impact on Project** | **N/A** |
| **Solution or work-around** | **N/A** |
|  |  |
| **Delayed or Blocked Task** | **N/A** |
| **Reason for delay or block** | **N/A** |
| **Impact on Project** | **N/A** |
| **Solution or work-around** | **N/A** |

**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 |
| Contract | **Finished Contract** | **Signed Contract** |
| SCRUM | **SCRUM done** | **SCURM Finished** |
| Jira | **Jira Setups** | **Setup completed** |
| Git | **Git Setups** | **Setup completed** |
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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 |
| Prioritization of tasks | Equal amount of works assigned to each member of team. |
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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? |
| ALL | **Signing Contract together digitally** | **30min** | **Yes** |
| ALL | **Writing SCRUM report together** | **1hr** | **Yes** |
| ALL | **Jira Setups** | **30min** | **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 |
| Shine Lee,  Song Hwan Oh | New data structure with new header file add to SourceCode directory |
| Git commit new data structure |
| ALL | SCRUM , Reflection |
| Sangjune Lee | Jira control |
| ALL | Meeting on July 3rd Monday 9pm to 11pm |
| Ji ho Nam | Create Test plan |
| YooJin Lee | Analyze problem of existing problem |
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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 |
| Finished Contract | **Agreed upon expectations for every member of the group for project success** |
| SCRUM done | **Report completed Week 1** |
| Jira Setups | **Assigning and tracking project progress** |
| Git Repo Setups | **Preparation done.** |
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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 |
| Meeting | **All attended first meeting.** |
| Contract | **All signed and agreed upon.** |
| SCRUM | **All contributed.** |
| Git | **Useful for version control and keeping track of changes** |
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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.  
     
   Version control systems like Git benefit software development teams by promoting collaboration among multiple developers. They provide a centralized repository for sharing and merging changes, simplifying conflict resolution. Additionally, version control systems maintain a comprehensive history of code changes, facilitating bug identification and understanding code evolution. With branching, developers can experiment in isolated environments, encouraging innovation and parallel development.
2. Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.

It helps teams keep things organized by letting them create, assign, and track tasks. It also works well with agile methods, like sprint planning and managing backlogs. You can see how the work is progressing on visual boards. And Jira is great for issue tracking and collaboration too. You can create and assign issues, and everyone can communicate in real-time. With customizable workflows, Jira makes things more efficient and helps keep everyone accountable. It's really useful for managing projects in the software world.

1. Write a brief history of the Kanban board. Describe why it is useful in a project like this one.  
     
   It started in the 1940s with the Toyota Production System and was later used in software development and project management. It's all about visualizing work and limiting how much you do at once. You have a board with columns for different stages, and tasks are like cards that move across the columns. It's great for transparency and making work go smoothly. In this project, a Kanban board would be super useful for keeping track of tasks, seeing how things are going, and working together as a team.