# **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**: \_\_\_\_\_\_\_\_\_\_\_\_\_3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Members Present**:

|  |  |
| --- | --- |
| 1. Seyam Chowdhury | 4. Anuraj Singh Osan |
| 2. Basil Tariq | 5. |
| 3. Anton Samofalov | 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**

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

|  |  |  |
| --- | --- | --- |
| **Member** | **Tasks Completed** | **Tasks Delayed/Blocked** |
| Seyam Chowdhury | **Created Jira and GitHub account.** | **N/A** |
| Basil Tariq | **Created Jira and GitHub account.** | **N/A** |
| Anton Shapovalov | **Created Jira and GitHub accounts, also added group members and professor to the projects.** | **N/A** |
| **Anuraj Singh Osan** | **Created Jira and GitHub account.** | **N/A** |
|  |  |  |
|  |  |  |
|  |  |  |

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** | **N/A** |
| **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.

|  |  |  |
| --- | --- | --- |
| Topic | Discussion Summary | Outcome |
| GitHub | **Creating and connecting to repositories.** | **Success** |
| Jira | **Creating and connecting to repositories.** | **Success** |
| Scrum report | **Writing scrum report.** | **Success** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**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.

|  |  |
| --- | --- |
| Decision | Rationale |
| Issues on connecting members on GitHub | Discussed with team members. |
| Issues on connecting members on Jira | Discussed with team members. |
| Answering the reflection question | We have done thorough research on the software. |
|  |  |
|  |  |
|  |  |
|  |  |

**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.

|  |  |  |  |
| --- | --- | --- | --- |
| Member | Task Attempted | Time Spent | Complete? |
| 1 | **Completing the scrum report and helped with installation of the software.** | **10 min** | **Yes** |
| 2 | **Worked on a question from reflection and completed the installation of the software.** | **12 min** | **Yes** |
| 3 | **Worked on creating the project, completed the installation of the software and setting the .** | **10 min** | **Yes** |
| 4 | **Worked on a question from reflection and completed the installation of the software.** | **15 min** | **Yes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**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 |
| 1 | N/A |
| 2 | N/A |
| 3 | N/A |
| 4 | N/A |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Major Outcomes of Meeting:**

This is where you should highlight the major accomplishments of the class.

|  |  |
| --- | --- |
| Outcome | Impact on Project |
| Success | **Completing Milestone 1** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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.

|  |  |
| --- | --- |
| Topic/Work Item | Reason for Success |
| Collaborating on Jira | **Success** |
| Collaborating on GitHub | **Success** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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*.

|  |  |
| --- | --- |
| Topic/Work Item | Reason for Problem and How to do Better |
| N/A | **N/A** |
| N/A | **N/A** |
| N/A | **N/A** |
| N/A | **N/A** |
|  |  |
|  |  |
|  |  |

**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.  
     
   - Using a version control system like Git brings significant advantages to project management and collaboration. Firstly, Git tracks every modification, enabling quick reversion to previous versions if issues arise, ensuring project stability. Secondly, it simplifies teamwork by allowing multiple contributors to work on the same files without overwriting one another’s changes, promoting a seamless workflow. Additionally, Git maintains a detailed history of all changes, offering insight into who made specific updates and the reasons behind them. This historical record keeps the project organized, reduces the likelihood of errors, and provides accountability. By facilitating a structured approach to coding and project changes, Git streamlines collaboration, improves transparency, and enhances productivity, making it an invaluable tool for individual and team-based projects alike.
2. Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.  
     
     
   - A project management tool like Jira offers three main advantages that boost team efficiency and transparency. First, it centralizes all tasks, allowing team members to track progress and view real-time updates, which minimizes confusion and enhances collaboration. Second, Jira's adaptable workflows cater to diverse project needs, helping teams organize tasks and meet deadlines effectively. Finally, its robust reporting and analytics provide valuable insights, enabling data-driven decisions and fostering continuous improvement. These features make Jira an essential tool for maintaining clear organization, efficient task management, and seamless communication throughout the project lifecycle, empowering teams to work smarter and achieve their goals with greater ease.
3. Write a brief history of the Kanban board. Describe why it is useful in a project like this one.  
     
     
   - The Kanban board originated from the manufacturing practices of Toyota in the 1940s, designed to improve production efficiency and reduce waste. Toyota engineers developed the system to manage inventory levels based on customer demand, using visual signals (kanban cards) to indicate when a task was ready to move to the next stage. Over time, this concept evolved into a more general tool for managing workflows, especially in project management and software development. In a project like this one, a Kanban board is useful because it provides a clear, visual representation of tasks, helping the team track progress and manage workloads effectively. It allows for continuous improvement by highlighting bottlenecks and enabling real-time adjustments, ensuring smooth workflow transitions. Additionally, it promotes collaboration, transparency, and focus by showing team members what needs to be done and what has already been completed, improving overall project efficiency.