# **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**: \_\_\_\_\_\_\_\_\_\_A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Members Present**:

|  |  |
| --- | --- |
| 1. Heungbin Oh | 5. Hiu Fung Chan |
| 2. Tien Vu To | 6. Trung Kien Phan |
| 3. Arshia Keshavarz Motamedi | 7. Ying Cheung Ellis Fung |
| 4. Aditya Tambe |  |

**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 | 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.

|  |  |  |
| --- | --- | --- |
| **Member** | **Tasks Completed** | **Tasks Delayed/Blocked** |
| Heungbin Oh | **Created GitHub and Jira account and contributed and gave opinion on group contract and participated in finalizing scrum report** | **-** |
| Tien Vu To | **Created GitHub and Jira account and contributed and gave opinion on group contract and participated in finalizing scrum report** | **-** |
| Aditya Tambe | **Created GitHub and Jira account and contributed and gave opinion on group contract and participated in finalizing scrum report** | **-** |
| Hiu Fung Chan | **Created GitHub and Jira account and contributed and gave opinion on group contract and participated in finalizing scrum report** | **-** |
| Trung Kien Phan | **Created GitHub and Jira account and contributed and gave opinion on group contract and participated in finalizing scrum report** | **-** |
| Ying Cheung Ellis Fung | **Created GitHub and Jira account and contributed and gave opinion on group contract and participated in finalizing scrum report** | **-** |
| Arshia Keshavarz Motamedi | **Created GitHub and Jira account and contributed and gave opinion on group contract and participated in finalizing scrum report and created the GitHub repository and added everyone created Jira project and added everyone to the project** | **-** |

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 discussed in the meeting and the outcomes of the discussions.

|  |  |  |
| --- | --- | --- |
| Topic | Discussion Summary | Outcome |
| Group rules and penalties | **Everyone agreed to contract** | **Everyone signed contract** |
| How to use git | **Everyone either already know or learned** | **Everyone was able to sign and commit and push contract** |
| What tasks need to be done for next week | **everyone know what tasks was** | **Everyone got assigned a task** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**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 |
| Rules of group contract | It was agreed and signed by everyone |
| how to distribute the workload | Everyone got a new task for next week |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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? |
| Heungbin Oh | **Created the GitHub account and Jira account and got added to the repository and project and helped answering the reflection 1** | **1 h** | **yes** |
| Tien Vu To | **Created the GitHub account and Jira account and got added to the repository and project and helped answering the reflection 2** | **1 h** | **yes** |
| Aditya Tambe | **Created the GitHub account and Jira account and got added to the repository and project and helped answering the reflection 3** | **1 h** | **yes** |
| Trung Kien Phan | **Created the GitHub account and Jira account and got added to the repository and project and helped answering the reflection 1** | **2 h** | **yes** |
| Hiu Fung Chan | **Created the GitHub account and Jira account and got added to the repository and project and write the answer to reflection 1** | **1.5 h** | **yes** |
| Ying Cheung Ellis Fung | **Created the GitHub account and Jira account and got added to the repository and project and write the answer to reflection 2 and 3** | **2 h** | **yes** |
| Arshia Keshavarz Motamedi | **Created GitHub repository and Jira project added everyone arranged online meeting explained work needing to be done to some group members and how to do scrum report and write scrum report** | **3 h** | **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 |
| Hiu Fung Chan | thorough analysis of the problem and designing the data structures |
| Trung Kien Phan | Creating the designed data structures and adding them to project |
| Heungbin Oh | Coming up with test plan |
| Tien Vu To | Creating and updating and saving the test plan doc in repository |
| Arshia Keshavarz Motamedi | Testing the current given software |
| Ying Cheung Ellis Fung | Fixing bugs that were found |
| Aditya Tambe | Creating issues and track progress on Jira and keep documents on everything |
|  |  |
|  |  |
|  |  |

**Major Outcomes of Meeting:**

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

|  |  |
| --- | --- |
| Outcome | Impact on Project |
| Created and signed group contract | **Everyone knows the rules and agree with them** |
| Created and used GitHub repository | **Now we can professionally continue project** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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 |
| Everyone had vote contributed and agreed on topics professionally without any inconvenience | **We are good friends, and we know how to work in group** |
| People who know what to do volunteer and help team members that didn’t know how to do things | **We have good team, and everyone want to help each other** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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.

The benefits of using a version control system like GIT could be discussed in the following aspects:

Firstly, with the version control system, it enables multiple developers to collaborate on the same project at the same time. It is because each developer could focus on working their own branch which is independent. Changes made could be merged afterwards. Therefore, it could facilitate effective team collaboration.

Secondly, another feature of the version control system is to maintain a comprehensive history of the changes made to the project. Users could rollback to any preceding version whenever necessary. Therefore, if there are any issues arising from the latest update, users could still refer to the older versions.

Lastly, in GIT, it would store all amendments and versions in the repository, which would build a detailed backup of the project. Users could retrieve the content from the repository whenever there is any unforeseen circumstance happened to the project.

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

The advantages of using a project management tool like Jira as below:

Firstly, Jira has good issue management for bug and issue tracking. We can create an issue in Jira and assign a team member for the issue, we can add the description about the issue and what we have done or tested, set the priority, and attach files. It allows us to manage the issues and tasks in the project effectively.

Secondly, Jira includes the communication and collaboration interface that allows team members to share updates and comment on the tasks. This real-time collaboration feature makes Jira for agile project management.

Lastly, Jira provides a comprehensive overview of the project. We can effectively manage the resources and the workload of each team member. It helps project leader to identify the bottlenecks/issues of the project and redistribute tasks if necessary.

1. Write a brief history of the Kanban board. Describe why it is useful in a project like this one.  
     
     
   Many years ago, the Kanban board is a physical board with columns to represent each stage of the process (For example: To-do, Development, Testing, Deployment, Done), we use cards/sticky notes to represent the tasks and work items in the project. Moving the cards/sticky notes from left to right columns to show the progress and visualize the works.

It is very useful in project management. In the Kanban board, we have a high-level view of work items and understand the status and progress. It helps us to identify the bottlenecks and overcommitments, allowing us to optimize the workflow and effectively to manage resources.