# **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**: \_\_\_11\_\_\_\_\_\_\_

**Members Present**:

|  |  |
| --- | --- |
| 1. Akansha | 4. Ammar Gangat |
| 2.Richa Koirala |  |
| 3.Manjot Singh |  |

**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.

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| --- | --- | --- |
| **Member** | **Tasks Completed** | **Tasks Delayed/Blocked** |
| **Akansha** | **Made group in teams** | **No task was delayed** |
|  |  |  |
| **Ammar** | **Emailed about group formation** |  |
|  |  |  |
| **Richa** | **Discussed about Jira** |  |
|  |  |  |
| **Manjot** | **Discussed about GitHub** |  |

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** |
| Contract | **We discussed on the information to be kept in the contract about number of meetings** | **We decided to have 3 meetings as per our contract** |
| Group policy | **We discussed on fair distribution of tasks to each group member** | **We divided the task fairly to each group member** |
|  |  |  |
| Plagiarism | **We discussed on doing our individual work by ourselves and not using AI chatbots** | **Everyone did the individual tasks by themselves** |
|  |  |  |
| Missing pre decided deadlines | **We set pre deadlines for individual tasks and consequences of missing it** | **We decided to set a penalty of earlier deadline for next individual 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.

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| --- | --- |
| **Decision** | **Rationale** |
| **Dividing the task** | The task will be divided after the lab day in a meeting in teams |
|  |  |
| **Testing Decisions** | We will be using Jira and GitHub for error and bugs fixes |
|  |  |
| **Uncompleted task** | Setting a due date for individual tasks and if anyone fails to complete it they will get penalty. |
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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 cannot be completed, the student should indicate why this was not possible.

|  |  |  |  |
| --- | --- | --- | --- |
| **Member** | **Task Attempted** | **Time Spent** | **Complete?** |
| Akansha | **Akansha held the meeting and talked about GitHub** | **7 -8min** | **Yes** |
|  |  |  |  |
| Manjot | **Talked about kanban history** | **7 -8min** | **Yes** |
|  |  |  |  |
| Richa | **Talked about project management tools** | **7 -8min** | **Yes** |
|  |  |  |  |
| Ammar | **Talked shared about his Jira’s experience** | **7 -8min** | **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** |
| **Akansha** | Looking after GitHub |
|  |  |
| **Richa** | Matching the availability and get a time schedule for the meeting in person and the location for the meeting. |
|  |  |
| **Manjot** | Manjot will conduct the meeting with tasks for milestone 2 |
|  |  |
| **Ammar** | Looking after Jira |
|  |  |
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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** |
| Knowing about the project management tools | **After this meeting, we knew about project management tools and how it works** |
|  |  |
| Knowing about Jira | **We learned about Jira and its benefits and features for group work** |
|  |  |
| Knowing about GitHub | **We learned about GitHub and how can we use it in project like these** |
|  |  |
|  |  |

**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** |
| Making the git repository | **Going through the instructions** |
|  |  |
| Participation | **Everyone participated in the group meeting** |
|  |  |
| Dealing with difficulties | **Everyone helped each other in their tasks** |
|  |  |
|  |  |

**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** |
| Network | **The network connection of the meeting was not good enough.**  **We can hold the meeting in person** |
|  |  |
| Unmatched time schedule | **Because of everyone’s classes the meeting had to be postponed.**  **We can schedule the meeting prior matching everyone’s availability.** |
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**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.  
   Version Control, also known as source control, is the practice of tracking and managing changes to software code. Version control systems are software tools that help software teams manage changes to source code over time. With the acceleration of development environments, version control systems help software teams work faster and smarter. It is a distributed version control system that helps software development teams to have multiple copies of the project code base independent of each other.

Version control systems like Git have several benefits:

1. Branching and Parallel Development.

Version control systems like Git allow developers to create branches to operate with new features, fixing bugs without affecting the main codebase. This helps in enabling parallel development by the developers where multiple fixes and features can be developed by different team members. This supports flexibility and agility in the development process.

1. Traceability

Version control systems like git help in tracing the changes made to the code base including the author, timestamp, and a concise description of the changes. This transparency allows teams to track the evolution of the project, understand the cause of the changes made.

1. Collaboration.

Version control systems enable collaboration among team members working on the    same project. With the collaborative feature, multiple developers can work on different branches without interfering with each other's work.

2. Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.  
  
  
Jira is one of the top-rated agile project management tools used by teams to plan, track and release world class software with confidence. Jira software was launched in 2002 as an issue tracking and project management tool for teams. The main feature of Jira is to manage projects and help teams to move work forward, stay aligned and communicate in context. Using a project Management tool like Jira has several benefits.

1.Task Organization with Prioritization

A project Management tool like Jira helps teams to organise and prioritise tasks effectively by providing a structured framework to capture, categorise and track work objects. IT can help in creating tasks, assigning it to team members with due dates and tracks their progress in a systematic manner. This helps in clear understanding of individuals tasks and their progress.

2.Centralized Project Management

 With the use of project Management tools like Jira, we can access a centralised   platform for managing all aspects of the project like tracking tasks, assigning individual tasks, issue management and collaborating among the team members.

3.Flexibility with customization

 Using a project management tool like Jira we can have an option for customization of our workflows, project requirements. We can create custom issue types, workflows, fields, and dashboards to mirror our methodologies.

This can provide the users to work in a flexible environment which respects their way of working, ensuring that they have enough tools to support their productivity.

3.Write a brief history of the Kanban board. Describe why it is useful in a project like this one.  
  
  
After the years of constant wars and social unrest, Japan entered a time of peace and prosperity in 1603. After the war, more shops started operating in the town. People made “Kanban” To attract customers' attention. The term “Kanban” combines two Japanese Words: “Kan” meaning sign and “Ban” meaning board. This is how the name was formed.

The First Kanban system was developed by Taiichi Ohno (Industrial Engineer and Businessman) for Toyota automotive in Japan. It was created as a simple planning system, the aim of which was to control and manage work and inventory at every stage of production optimally. It was invented as a tool to implement the Kanban principal “Visualisation”. With the evolution and adoption of the lean kanban methodology.

The kanban board is useful in projects like this as the kanban board consists of “backlog”, “ready”, “coding”, “testing”, “approval” and “done”. These boards can be customised to meet each organisation’s unique requirements. In a project like this it helps to keep track of what needs to be done and what has already been done. It helps to analyse situations that can come in group projects and how can we deal with this.