# **Milestone 1 Scrum Report**

All students are expected to attend the scrum meetings and to participate. Failure to do so will result in greatly reduced grades.

**GROUP**: \_\_\_\_\_\_**3**\_\_\_\_\_\_\_

**Members Present**:

|  |  |
| --- | --- |
| 1. Grace Gabrielle | 4. Bilal Umar |
| 2. Nolan Grossi | 5. |
| 3. Kaitlyn Cassiela Marino | 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 | 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** |
| Grace Gabrielle | Creation of Jira project | no |
| Nolan Grossi | Scrum Report | no |
| Kaitlyn Cassiela Marino | Creation of git repository | no |
| Bilal Umar | Group contract | no |
|  |  |  |
|  |  |  |
|  |  |  |

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 |
| GitHub | We discussed who would be tasked with the creation of the Git repository | We agreed that Kaitlyn was the one to create the Git repository |
| Jira | We discussed who would be tasked with the creation of the Jira project | We agreed that Grace was the one to create the Jira project |
| Contract | We discussed the stipulations of the group contract | We agreed on the suggested conditions and the contract was written by Bilal |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**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 |
| Who would be tasked with the work for the next milestone | It was decided that it was a good idea to plan in advance who would be doing what for the tasks that needed to be completed in the next milestone. |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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? |
| Kaitlyn Marino | * **Creation of GitHub repository** * **Answered Major Outcomes of the Meeting and Reflections 1 & 2** | **~45 mins** | **Yes** |
| Grace Gabrielle | * **Set up Jira project** * **Answered Reflection 3 & 4** | **~40 mins** | **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 |
| Kaitlyn Marino | Making the testing plan |
| Nolan Grossi | Analyzing the code for errors |
| Bilal Umar | Making the Scrum Report |
| Grace Gabrielle | Making the testing plan |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Major Outcomes of Meeting:**

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

|  |  |
| --- | --- |
| Outcome | Impact on Project |
| Creation of GitHub repository | **We are now able to access the needed files and collaborate in one main repository** |
| Creation of Jira project | **Preparations for the milestone 2 activity** |
| Creation of Group Contract | **Improved communication and collaboration** |
| Finishing Scrum Report | **Listed accomplishments for the first milestone, reflected on what has been done, and assigned roles for the next milestone.** |
|  |  |
|  |  |
|  |  |

**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 |
| Creation of GitHub repository | **The repository was made in person during the class, so the group was able to collaborate easily.** |
| Creation of Jira project | **Same with the creation of GitHub repository, and there was nothing to add in the Jira yet.** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

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

**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. How did using GitHub simplify storing and organizing project files? Reflect on how having a centralized repository improved accessibility and efficiency for the team.

Using GitHub simplified storing and organizing project files by providing a main repository where all team members can access, update, and manage files in an efficient way. GitHub also prevents version conflicts to make sure everyone worked with the latest updates. The structured directory system helped with file organization, while the commit history feature allowed us to track the history of the changes made in the file. Its accessibility with keeping everything up to date also improved our collaboration because we could access the repository from anywhere at any time. With these features, it helped us efficiently work on this milestone without having to wait for each team member to make changes or do their part.

1. How did GitHub help you manage file sharing and collaboration among team members?

GitHub helps improve file sharing and collaboration among team members because it acts as the main repository to upload and get the most recent version of the files that we needed for this milestone. Each team member has collaborative and equal access to branching, which allows members to develop changes independently, allowing us to update and commit changes without any conflicts. Additionally, with the use of brief commit messages, all team members are aware of what has been done, as well as which team members worked on a particular file. In this way, members can work on the milestones in different locations and during their own time.

1. How did the Kanban board in Jira assist in visualizing the progress of tasks and identifying bottlenecks? Reflect on how this feature helped prioritize tasks and manage the overall project timeline.

The Kanban board in Jira played a crucial role in visualizing task progress and managing the project timeline. By displaying tasks in categorized columns such as "To Do," "In Progress," and "Done," it provided a clear, real-time overview of the workflow. This helped in identifying bottlenecks, such as tasks staying too long in one stage, allowing for quick resolution and better resource allocation. The board also improved prioritization by highlighting urgent tasks and ensuring a smooth workflow. By continuously tracking progress, the Kanban board facilitated efficient task management, minimized delays, and ensured the project stayed on schedule.

1. How did using Jira to create and assign tasks improve your ability to manage the project's workflow? Reflect on how breaking down the project into smaller tasks helped you maintain clarity and focus

Using Jira to create and assign tasks made it much easier to manage the project. Breaking the project into smaller tasks helped me stay focused and understand what needed to be done. Assigning tasks to team members made sure everyone knew their responsibilities, which helped track progress and avoid confusion. It also made it easier to see which tasks depended on others and spot any problems early. This clear structure kept the workflow smooth, prevented delays, and made the project feel more organized and manageable.