# **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**: **2**

**Members Present**:

|  |  |
| --- | --- |
| 1. Joon Dong | 4. Heqing Xu |
| 2. Doris Chai | 5. |
| 3. Xiaopeng Liu | 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**

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| --- | --- | --- |
| **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** |
| **Joon Dong** | **Github repository set up** |  |
| **Doris Chai** | **Jira project set up** |  |
| **Everyone** | **Group contract** |  |
| **Everyone** | **Github/Jira account set up** |  |
| **Everyone** | **Tortoise Git installation** |  |
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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** |  |
| **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.

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| --- | --- | --- |
| Topic | Discussion Summary | Outcome |
| Set up | **How to structure repository and Jira project** | **Set up requirements met** |
| Meeting Times | **Agreed to meet during/after lab and documented in group contract** | **Group contract finished** |
| Scrum Report | **How to evenly distribute tasks of scrum report** | **Tasks distributed** |
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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 |
| Joon as team leader | Joon is experienced with Tortoise Git, Git commands and team management |
| Doris as Jira manager | Doris is highly organized |
| Deadline to submit reflection questions will be Monday | To meet scrum report submission date while team leader has adequate time to revise group members work |
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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.

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| --- | --- | --- | --- |
| Member | Task Attempted | Time Spent | Complete? |
| Joon | **GitHub repository set up** | **10m** | **Yes** |
| Doris | **Jira board set up** | **10m** | **Yes** |
| Xiaopeng | **Reflection question 1** | **10m** | **Not yet** |
| Heqing Xu | **Reflection question 2** | **10m** | **Not yet** |
| Doris | **Reflection question 3** | **10m** | **Not yet** |
| Joon | **Revision of full scrum report and reflection** | **10m** | **Not yet** |
| Everyone | **GitHub/Jira/Tortoise Git set up and bookmarked** | **10m** | **Yes** |

**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 |
| Xiaopeng | Complete reflection question 1 |
| Heqing | Complete reflection question 2 |
| Doris | Complete reflection question 3 |
| Joon | Finalize scrum report, commit changes and push to GitHub |
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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 |
| Built team rapport with group contract | **Group members comfortable and committed to deliver an excellent project** |
| Milestone 1 almost completed after set up | **Steady progress towards the completion of project** |
| Actively set up group communication via Teams | **Collaboration abilities for project is increased** |
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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 |
| Distribution of tasks | **Workload is evenly distributed and fair** |
| Collaborating in person | **It was easier to communicate in person as opposed to online because of quick brainstorming** |
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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 |
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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.

1. Version control systems can help team members collaborate and communicate more effectively. By sharing code and recording history, developers can seamlessly access code on different devices and get updates to the latest versions.

2. Version control systems record the entire modification history of each file spanning from creation to the latest version. This includes details such as the modification date, author, modification content, etc. Developers are easily able to find a specific version of the code and learn about the changes for each version. When something goes wrong, developers can go back to the previous version and restore it to its previous state which allows for safe maneuvering of project handling.

3. Version control systems allow multiple developers to work together on the same project. Developers can also work on different branches without affecting the work of others and merge changes upon code review from peers which adds a great learning experience for developers to enhance their skills.

1. Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.  
     
   1. Jira allows users to customize issue types, workflows, fields, and reports, making it flexible as well as adaptable to various project management needs. This customizability means teams can configure Jira according to their unique workflows and preferences, making project management more efficient and effective.

2. Jira is designed to promote collaboration among team members. It supports features such as real-time updates, commenting system, @reminders, and shared dashboards that help team members easily communicate, coordinate work, and stay in sync.

3. Jira can be seamlessly integrated with a variety of other development tools and business applications (such as Confluence, Bitbucket, Slack, etc.). This integration capability makes Jira a central hub for software development and project management, allowing teams to leverage the capabilities of other tools to increase productivity.

1. Write a brief history of the Kanban board. Describe why it is useful in a project like this one.

The word "Kanban" is derived from the Japanese language and can be translated as "signboard" or "visual card". It aims to provide a visualization to the user of progress and process, from start to finish. The origin of the Kanban board traces back to the 1940s when an engineer at Toyota, Taiichi Ohno, introduced the kanban system initially to address issues related to inventory management and production control. In 2010, David J. Anderson applied Kanban principles to software development and IT processes, when the Kanban board approach gained traction across industries. It is useful for projects involving teamwork by providing a visualization of the overall progress along with the details of each task. Group members can easily find and prioritize the tasks assigned to them and the group leader can gain a holistic view of the project while having information on individual tasks. It encourages a more efficient method of communication whilst keeping the team organized and productive.