# **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**: **SFT221 NEE group1**

**Members Present**:

|  |  |
| --- | --- |
| 1. Kim Ming Chau | 4. Gordon Tan |
| 2. Hak Kan Poon | 5. |
| 3. Elvin Karikari | 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 at End of Lab**

* Completed SCRUM report & reflections

**Deliverables Due 24 hours after lab**

* Completed team contract
* Fully initialized Git repository
* Fully setup Jira project

**Rubric**

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| --- | --- | --- |
| **Individual** | Group Participation | 75% |
| Teamwork | 25% |
| **Group** | Contract | 15% |
| Git Repository | 25% |
| Jira Project | 25% |
| SCRUM Report & Reflections | 35% |
| **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** |
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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 |
| Technical Lead | **Kim Ming Chau could do it but if someone else want to be, he could step down** | **Kim Ming Chau is the Technical Lead for now** |
| Project Manager | **Hak Kan Poon could do it as well, and he could also step down if someone else want to be the PM** | **Hak Kan Poon is the Project Manager for now** |
| Communication channel | **Discuss the means for communication.** | **Setup MS teams group for communication.** |
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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 |
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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 could not be completed, the student should indicate why this was not possible.

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| Member | Task Attempted | Time Spent | Complete? |
| Kim Ming Chau | **Git Repository** |  | **Waiting for Fan ID** |
| Kim Ming Chau | **Add your professor to the GIT account** | **5 mins** | **Done** |
| Kim Ming Chau | **Reflection 1** | **15 mins** | **Done** |
| HK Poon | **Setup Jira project site.** | **30 mins** | **Done** |
| HK Poon | **Add professor to the Jira project site.** |  | **Wait for confirmation** |
| HK Poon | **Reflection 2** | **25 mins** | **Done** |
| Elvin Karikari | **Reflection 3** | **25**  **mins** | **Done** |
| Gordon Tan | **Setup Jira Account** | **5 mins** | **Done** |

**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 |
| Kim Ming Chau | Git Usage (used properly with good structure) |
| Kim Ming Chau | Meets Deadlines |
| HK Poon | Review the task status inside Jira project site. |
| Gordon Tan | Data structures (complete, correct and well-designed, project updated) |
| Elvin Karikari | Test Plan (complete, well-written) |
| Elvin Karikari | Scrum Report & Reflections |
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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 |
| Finished select Technical Lead & Project Manager on the 1st date | **We could start the project as soon as possible** |
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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 |
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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 |
| Team member not show up | **Already sent email and message to Yuhong Fan but still no feedback from him/her.** |
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**Reflections (to be answered by the group)**:

1. GIT is an example of a version control system. List and explain 3 benefits of using a version control system.

Ans:  
The three benefits are tracking changes, rollback, and collaboration. With tracking changes, it is easier to check what changes the other teammates have made in the code. Rollback allows us to revert to the previous version if any issues arise with the updated version. Moreover, it is difficult to complete a program alone. In Git, multiple programmers can work on the same project simultaneously, enabling collaboration.

1. Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.  
   Ans:  
   First, it provides a central platform to store project information and teams could have synchronous information.

Second, it is a collaboration tool and the tasks can be allocated to team members to handle. Members could also provide real time feedback.

Third, it could track and report the issue to provide visuality. The team could keep track of the events and also generate reports to inform the stakeholders to understand the progress.

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

Ans:

The first Kanban board was developed in the 1940s for Toyota automotive in Japan. The goal was to control and manage work and inventory at every stage of the production process.

The production was divided into three dissimilar stages. In order from to do, in progress and done. Dividing the production into these three stages made it simpler for management to track the progress being made. The stages provided insight into what area is pending, what needed to be done and what was already finished.

Each task on the board was heavily documented and provided a great explanation for each task a worker needed to fulfill. In addition. It made communication amongst co-workers and supervisors easier as the process for requesting and giving feedback was seamless.

This communication enhances team performance by preventing workers from burning out, preventing entire teams from being overwhelmed. It also reduces idle time as workers are always aware of the next task to perform.

We can use the principles of Kanban within this project to ensure that this project is completed promptly, with high quality.