# **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**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Members Present**:

|  |  |
| --- | --- |
| 1.Hla Myint Myat | 4. |
| 2.Thomas Lewis | 5. |
| 3.Asem M | 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 | 15% |
| Git repository | 25% |
| Jira project | 25% |
| SCRUM report & reflections | 25% |
| Meets deadlines | 10% |
| **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** |
| **Thomas Lewis** | **Set up Github repo** |  |
| **Asem M** | **Set up Project on Jira** |  |
| **Hla Myint Myat** | **Scrum report and Reflections** |  |
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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 |
| Create a GitHub | **Created GitHub and invited all group members including Professor** | **All members created** |
| Create Jira | **Created Jira and invited all group members to join. This makes our teamwork much easier.** | **All members created** |
| Reflection | **Importance of using Jira and version control system** | **Benefits of using these tools** |
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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 |
| Creating accounts | Followed instructions to create accounts |
| Prepare for Project | Release a task |
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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? |
| Thomas Lewis | Set up GitHub repo | **1 hr** | **Yes** |
| Asem M | Set up project on Jira. | **1 hr** | **Yes** |
| Hla Myint Myat | **Scrum Report and Reflections** | **2 hr** | **Yes** |
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**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 |
| Thomas Lewis | Manage Gits , Debug |
| Asem M | Manage Jira , Testing |
| Hla Myint Myat | Scrum Report and Finish the project |
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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 |
| GitHub, Jira, Reflection | **Completed Milestone 1** |
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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 |
| Creating a GitHub | **Good Enough** |
| Creating a Jira | **Good Enough** |
| Completing Reflection | **Good Enough** |
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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 |
| N/A |  |
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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.

GIT is, in fact, a version control system (VCS). Version control systems are software development tools that are used to track and manage changes to source code and other project files. Version control systems can also aid with code reviews, build and deployment automation, and managing different project setups and versions. Three major advantages of utilizing a version control system such as GIT are -

• Collaboration: VCS allows teams to collaborate on projects while avoiding disagreements and keeping track of who accomplishes what.

• Tracking: It keeps track of all changes, aids in code review, and offers an overview of how the project has changed over time.

• Backup: It works as a safeguard, preserving previous versions of our work and ensuring that nothing is lost.

1. Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.  
     
     
    Jira enables explicit task management, such as Kanban setting, and includes the task's status, such as To Do, In Progress, and Completed. This prevents duties from being overlooked. A task can be assigned to a specific team member and the assignment's status can be tracked. This is particularly beneficial for controlling individual productivity so that work is dispersed appropriately, and each member's abilities are utilized. There are comprehensive details for each task, such as descriptions, tags, and links, which clearly explain the requirements of each task and leave a record of the work for future inspection.
2. Write a brief history of the Kanban board. Describe why it is useful in a project like this one.  
     
     
   Kanban works as a visual to-do list, complete with columns and cards. It enables us to simply see and manage our work. It's ideal for this project since it allows us to be more flexible, enhances our working methods, and keeps us from taking on too much at once. It also allows us to work together more effectively, eliminate unnecessary activities, and quickly adjust to changes. In conclusion, the Kanban board is a flexible and successful project management tool that assists teams in visualizing work, managing flow, and continuously improving their processes. Its flexibility and emphasis on efficiency make it an excellent choice for a wide range of tasks.