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

**Members Present**:

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| --- | --- |
| 1. Nguyen Dang Khoa Huynh | 4.Prince Ghumaan |
| 2. Song Nhat Nguyen | 5. Benson Liu (Can not contact) |
| 3.Mohamed Mohamed | 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 | 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** |
| Nguyen Dang Khoa Huynh | Group contract + create team project on GitHub & Jira + Reflection 1 + Collect shared scrum report with team members and complete it. | N/A |
| Song Nhat Nguyen | Group contract + contribute scrum report + Reflection 3 | N/A |
| Mohamed Mohamed | Group contract + contribute scrum report + Reflection 2 | N/A |
| Prince Ghumaan | Group contract + contribute scrum report | N/A |
| Benson Liu | Can not contact him, he did not reply email. Did not contribute anything. | N/A |
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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** | **Not able to contact one member in team.** |
| **Reason for delay or block** | **He was not responding** |
| **Impact on Project** | **We are not sure if he will be contributing to the group in the next Milestones.** |
| **Solution or work-around** | **Arrange the tasks for the available members in the team to make sure all tasks will be done and submit on time.** |
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| **Delayed or Blocked Task** | **N/A** |
| **Reason for delay or block** | **N/A** |
| **Impact on Project** | **N/A** |
| **Solution or work-around** | **N/A** |

**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 |
| Establish Communication | **Get mobile phone each member in team and create group chat on WhatsApp for communication.** | **Successfully created group chat where we can discuss together.** |
| Getting Started | **Setting up GitHub & Jira, adding team members in both, complete initial documents and assigning tasks.** | **Successfully contact with group members and discuss about the Milestone.** |
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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 |
| Which platform to use to communicate: WhatsApp | Everyone has already added successfully in Group Chat in WhatsApp. |
| Picked a date to meet online: Having 2 days for each member in team choose and unified (Wednesday and Thursday evening) | Flexible time for each member arranges their time for group meeting. |
| Created GitHub and Jira accounts | Needed to create these for MS1. |
| Created google docs and updated contract & scrum report document | We all could work on this document at the same time. |
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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? |
| All Members | **Completed Contract** | **15 Minnutes** | **Yes** |
| All Members | **Completed Scrum Report** | **30 Minutes** | **Yes** |
| Nguyen Dang Khoa Huynh | **Completed reflection question 1**  **Created GitHub project for repository.**  **Create Jira project.** | **40 Minutes** | **Yes** |
| Song Nhat Nguyen | **Completed reflection question 3** | **20 Minutes** | **Yes** |
| Mohamed Mohamed | **Completed reflection question 2** | **20 Minutes** | **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 |
| All Members | Will discuss about Milestone 2 in Monday class and determine tasks for that week. Also conduct a meeting by calling or in person on Wednesday or Thursday to check progress and solve any issues if they occur. |
| All Members | Communicate on WhatsApp regarding progress or setbacks. |
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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 |
| Created Group Chat on WhatsApp | **Established a way to communicate with one another.** |
| Created GitHub repository | **Can upload(push) our work onto this repo.** |
| Created Jira project | **Use this for team planning.** |
| Began scrum report | **Everyone knew their part to complete and make a completion for whole report.** |
| Completed contract | **Everyone in the group signed off and knew what was expected of them.** |
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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 |
| Collaboration | **Effective communication among all individuals facilitated the delegation and completion of tasks.** |
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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.

* Collaboration: A Version Control System (VCS) enables numerous individuals to concurrently engage in the same project without erasing one another's modifications. Every contributor is permitted to modify their respective branch, and the system monitors these alterations, facilitating their integration into the primary branch. This feature is crucial in collaborative settings, facilitating effortless cooperation among team members, regardless of their remote locations.
* Change Tracking and History: A Version Control System (VCS) retains a comprehensive record of every change made to the codebase, including who did it, when, and why. This extensive record helps developers to track the project's progress, rollback to prior versions as needed, and examine individual modifications in the event of errors or difficulties emerging. Git specifically offers tools to compare several versions, view differences, and revert to prior states if necessary.
* Backup and Recovery: A Version Control System (VCS) retains copies of the complete codebase history, hence functioning as an effective backup solution. In the event of inadvertent deletion or corruption of a file, prior versions can be readily restored. This facet of VCS introduces an additional safeguard, guaranteeing that the project remains impervious to data loss, even in the event of device failures or inadvertent data deletion.

1. Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.  
     
     
   Three advantages of using Jira are the task management features such as the ability to break down a project into smaller tasks and then assign them to team members while also tracking progress. Another advantage is making collaboration a lot easier. On Jira you are able to comment on tasks and provide input to other group members. The final advantage is that Jira allows for an easy information hub because it stores all your files in one place which makes it easier for team members to see what you’re working on and eliminate unnecessary meetings.
2. Write a brief history of the Kanban board. Describe why it is useful in a project like this one.  
     
     
   The idea started in 1940, Taiichi Ohno who was an Industrial engineer and Businessman for Toyota in Japan had created a planning that is used to control workflow and inventory at every stage of the process throughout the Toyota. This is a major impact to Toyota that time because they have such a long list of competition in American, and with Kanban, Toyota can control the disruption and overstocking and even try to avoid these things and make the workload flow smoother than ever.

Basically, the idea of Kanban is simple, you have three Table are To Do, Doing and Done. We put things we do on each category, on every stage of the process, we look at it again, and make sure that the Two Do table will not out of weight the Doing Table. This is such a genius idea; we did not have such an ideal tool to separate the workload that can easily visualize and i think this is really efficiency for software testing also. Imagine that we had a program, there were so many functions and different levels or stage to test it whenever we must deal with it, why don’t we just separate to different table, and deal with each table until it done. This will allow me to control the workload and keep the process of tasks, make sure that which one is done, ongoing or still in a plan.