# **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**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_8\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Members Present**:

|  |
| --- |
| Kate De Leon |
| Jarod Jian Kang Hery Chen |
| Ronak Jung Rayamajhi |
| Carson Ji |
| Kemono Onomek |

**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 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** |
| Kate De Leon | * Created a new GitHub and Jira account. * Attended the group meeting and accepted all the conditions of the team contract. * Contributed to the scrum report. | * None |
| Jarod Jian Kang Hery Chen | * Created a new GitHub and Jira account. * Attended the group meeting and accepted all the conditions of the team contract. * Contributed to the scrum report. | * None |
| Ronak Jung Rayamajhi | * Created a new GitHub and Jira account. * Attended the group meeting and accepted all the conditions of the team contract. * Created a new repository and Jira project then added all the group members and the professor. * Contributed to the scrum report. | * None |
| Carson Ji | * Created a new GitHub and Jira account. * Attended the group meeting and accepted all the conditions of the team contract. * Contributed to the scrum report. | * None |
| Kemono Onomek | * Created a new GitHub and Jira account. * Attended the group meeting and accepted all the conditions of the team contract. * Contributed to the scrum report. | * None |

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** |  |
|  |  |
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| **Reason for delay or block** |  |
| **Impact on Project** |  |
| **Solution or work-around** |  |

**Summary of Meeting:**

A summary of the main points discussed in the meeting and the outcomes of the discussions.

|  |  |  |
| --- | --- | --- |
| Topic | Discussion Summary | Outcome |
| Account Setup | Any questions or problem regarding the creation of account was fixed. | All members successfully created their accounts. |
| Work Distribution | Planned how the work should be divided equally among the team members. | Everyone agreed to take on the assigned tasks. |
| Deadline for individual work | Discussed about everyone’s time schedule to do the project. | Everyone agreed that individual work should be done two days before the deadline. |
| Team Contract | The rules and conditions regarding the project were discussed thoroughly. | Everyone accepted the team contract and signed it. |

**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 |
| Task Priority | All the members were assigned with equal amount of work. |

**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 ta ble 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? |
| Everyone | GitHub repository and Jira account setup | 30 minutes | Yes |
| Everyone | Planned and finished the scrum report | 1 hour | Yes |
| Everyone | Signed the team contract | 10 minutes | 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 |
| Everyone | Work on scrum report and reflection together |
| Ronak Jung Rayamahjhi | Git commit the new data structure. Manage the GitHub repository and Jira Project. Assist in creating the test plan. |
| Kate De Leon, Kemono Onomek | Create a new data structure with header file and upload it in the Source Code folder. Assist in creating the test plan. |
| Jarod Jian Kang Hery Chen, Carson Ji | Create the test plan. |
| Everyone | Conduct a meeting on July 4, Thursday at 8 pm. |

**Major Outcomes of Meeting:**

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

|  |  |
| --- | --- |
| Outcome | Impact on Project |
| Completed Team Contract | Everyone agreed with the conditions on the team contract and signed it. |
| Completed Scrum Report | Milestone 1 scrum report done. |
| GitHub Repository | Setup the remote repository. |
| Jira Project | Assigned tasks to all the members. |

**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 |
| Accounts created | Step-by-step guide in the project pdf. Everyone helped each other when there was any issue. |
| Team Contract | All the member actively participated to discuss the terms and conditions in the contract, and we all ended up on the same page. |
| Meeting | Everyone attended the meeting and proper discussion. |
| Scrum report | Everyone contributed. |

**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 |
| None | None |

**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.

Version control systems like Git help software development teams work together by letting multiple developers collaborate. They have a central place to share and combine changes, making it easier to fix conflicts. They also keep a complete history of code changes, which helps in finding bugs and understanding how the code has changed over time. With branching, developers can try out new ideas in separate environments, encouraging innovation and parallel development.

1. What is a version control system? Why does GitHub qualify as a version control system?

A version control system (VCS) keeps track of file changes over time, making it easier for teams to work together on projects. GitHub is a VCS because it hosts Git repositories, letting users store, manage, and share code. It offers features like branching, merging, and pull requests, which improve workflow efficiency and maintain project integrity with version history and code reviews.

1. What is Jira? How are we going to use Jira for this project?

Jira is a widely used project management tool that helps teams plan, track, and manage software development projects. It lets users create issues, assign tasks, prioritize work, and monitor progress with customizable workflows. For our project, we'll use Jira to manage tasks, track bugs, assign responsibilities, and keep an eye on project milestones and progress. Its integration with development tools and reporting features will make communication smoother and help ensure the project is delivered efficiently.

1. Why is a Kanban board useful in software development. What are the advantages of using Kanban board?

A Kanban board is very useful in software development because it helps visually organize and manage workflows. It shows tasks in different stages like backlog, in progress, and done, so teams can easily track progress and spot any delays. By limiting work in progress, Kanban helps balance workloads, reduce multitasking, and improve focus on finishing tasks. This method supports continuous delivery with small, regular updates and quick responses to changes or feedback. Its flexibility makes it suitable for various projects and team sizes, enhancing collaboration, workflow transparency, and overall project efficiency in software development.