# **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**: **6**

**Members Present**:

|  |  |
| --- | --- |
| 1. Shaheer | 4. Maharshi |
| 2. Pujan | 5. |
| 3. Jeelkumar | 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**

|  |  |  |
| --- | --- | --- |
| **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.

|  |  |  |
| --- | --- | --- |
| **Member** | **Tasks Completed** | **Tasks Delayed/Blocked** |
| Shaheer | Located group members' emails via the Seneca Blackboard portal and established a Discord channel for communication, where all members are now participating. | **None** |
| **Group** | Conducted a leadership vote with a leader elected by group consensus. | **None** |
| Shaheer | Created a private Github repository, "Sum23-SFT221-NCC-6", for the project, cloned it to the local machine, and set up the necessary project folders. | **None** |
| Shaheer | Added Seneca's Github account using Git Desktop app, made initial changes to the project, committed those changes, and pushed them to the repository. | **None** |
| Shaheer | Invited all group members to participate in both the Discord channel and the Github project. | **None** |
| **Group** | Created a Jira account for project management and invited all group members to join. | **None** |
| **Group** | Composed and refined the initial Scrum report, and answered project-related questions from group members. | **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** |  |
|  |  |
| **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.

|  |  |  |
| --- | --- | --- |
| Topic | Discussion Summary | Outcome |
| Discord Channel and Jira Account Creation | Group agreed to use Discord for communication and Jira for task tracking. | Discord channel and Jira account successfully established. |
| Github Repository | Decision to create a Github repository for code collaboration. | Github repository "Sum23-SFT221-NCC-6" was created and cloned locally. |
| Future Meetings | Discussed the need for regular meetings to review progress and plan next steps. | Future meetings are scheduled. |

**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 |
| Establishing Discord as communication channel | To facilitate easy and real-time communication among team members. |
| Creating Jira account for task management | To keep track of tasks, assign responsibility, and monitor progress. |
| Using Github for collaborative work | |  |  | | --- | --- | |  | To maintain a single source of truth for the project and manage code changes effectively. | |

**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.

|  |  |  |  |
| --- | --- | --- | --- |
| Member | Task Attempted | Time Spent | Complete? |
| Group | |  |  | | --- | --- | |  | Creating Discord channel, Jira account,  and Github repository. | | **1 hour** | **Yes** |
| Group | Scheduling future meetings. | **15 min** | **Yes** |
| Group | |  |  | | --- | --- | |  | Composing Scrum report. | | **55 min** | **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 |
| TBD | TBD during mid and end of the reading week |

**Major Outcomes of Meeting:**

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

|  |  |
| --- | --- |
| Outcome | Impact on Project |
| Successful setup of Discord, Jira, and Github | Streamlined communication, task management, and code collaboration. |
| Scheduled future meetings | Ensures regular review of progress and efficient planning of tasks. |

**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 |
| Setup of communication and collaboration tools | The group was proactive and unified in decision-making, leading to the efficient establishment of necessary platforms. |

**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 |
| N/A | **N/A** |

**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.**  
     
   Teamwork: A tool like Git lets teams work together on a project simultaneously. Everyone can contribute to their own separate part, ensuring they don't disrupt the central code. When they're done, they simply blend their updates back into the main body of work.

History Keeping: Git records every single modification made to the project. This allows you to see what alterations were carried out, who was behind them, and when they occurred. If something unexpectedly fails, you can always go back to an older, stable version of your project. It's an excellent way to control and supervise various versions of your project.

Data Protection and Retrieval: Every duplicated Git repository is like a comprehensive archive of the project and its evolution. This dispersion safeguards against losing data. If something happens to your local copy, a clean copy is always available from the repository. Plus, it's easy to recover earlier versions of files or, if necessary, the entire project.

1. **Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.**

Organization: Jira helps keep everything in order. You can easily track tasks, deadlines, and project progress. It's like having a digital planner for your entire project.

Collaboration: Jira brings the team together. Everyone can see what others are working on and can share updates or comments. It makes team communication seamless.

Efficiency: Jira helps to save time. With a clear overview of tasks and timelines, you can better manage resources and avoid unnecessary delays. It's a great tool for streamlining work.

1. **Write a brief history of the Kanban board. Describe why it is useful in a project like this one.**  
     
   The Kanban board started in the 1940s at Toyota to manage workflow in their factories. It was part of the "Just-In-Time" production method. With time, it moved from manufacturing to other fields like software development because of its simple yet effective way of visualizing work.

A Kanban board is great for a project like ours for three reasons:

Visualization: You can see every task, who's doing it, and its status. It helps you understand the project at a glance.

Flow: It helps in managing the pace of work, so tasks don't pile up and everything moves smoothly.

Flexibility: It's easy to update. As the project evolves, you can add, move or remove tasks quickly, adapting to changes.