# **MILESTONE 1** -- SFT221 SCRUM Report and Reflection

All students are expected to attend the SCRUM meetings and to participate. Failure to do so will result in greatly reduced grades.

**GROUP**: B

**Members Present**:

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| --- | --- |
| 1. Jeet Patel | 4. Sahil Khatri |
| 2. Arthav Patel | 5. Samarth Shah |
| 3. Yash Shah | 6. Jeetkumar Patel |

**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 | 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 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** |
| **Jeet Patel – Team Leader** | **Create and set up Jira as well as github repository and sha-key. Set up meeting for Group contract planning.** |  |
| **Other members** | **Joined Jira and Github repository and participated in Group contract planning.** |  |
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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 |
| Group Contract | **Agreement on terms of the contract and equal distribution of work** | **Positive.** |
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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 |
| Create a group on whatsapp. | To improve interaction among the members as it is used on regular basis. |
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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? |
| Arthav | **Join github and accept jira invitation** | **5 mins** | **Yes** |
| Jeetkumar | **Join github and accept jira invitation** | **5 mins** | **Yes** |
| Samarth | **Join github and accept jira invitation** | **5 mins** | **Yes** |
| Sahil | **Join github and accept jira invitation** | **5 mins** | **Yes** |
| Yash | **Join github and accept jira invitation** | **5 mins** | **Yes** |
| Jeet Patel | **Send invitation links to all members to email and set up the github repository and add them.** | **15 mins** | **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 |
| TO be discussed later |  |
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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 |
| Agreement of all members on conditions |  |
| Group contract | **Positive impact as all members agreed** |
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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 |
| Setting up Jira and Github | **All members had already read the instructions so all things were done quickly.** |
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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 |
| Earlier booking of group study room | **As all rooms were full, we had no option but to do work together on lobby spaces. The noise made difficult to communicate. We will book a group study room so that we can do our work effectively.** |
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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 allows us to easily revert to previous versions ("rollback") if we get errors or need to compare different iterations. Moreover, we can collaborate very well because it enables multiple developers to work on the same project simultaneously. Branching allows creating isolated workspaces for individual features or bug fixes. Teams can merge changes seamlessly, ensuring everyone's on the same page without version conflicts. Each developer has a complete copy of the project, so even server outages don't halt progress. Secure access controls prevent unauthorized modifications, safeguarding your valuable codebase. This way , we can work on a project far better than we could if we were not to use this type of system.
2. Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.

Project management tools like Jira can be game-changers for software development. Jira is like a central hub where everyone sees tasks, deadlines, and progress in real-time. Also, it enhances organization with visual tools and customizable dashboards. Collaboration gets a boost too, with instant updates, clear task ownership, and streamlined communication within the platform. It embraces agility, letting teams tailor workflows, manage sprints with ease, and analyze performance for continuous improvement. In short, Jira helps teams stay organized, work together seamlessly, and deliver software better, faster, and more efficiently. It adapts to various methodologies, helps manage sprints and track team velocity, and provides reports for continuous improvement. In essence, Jira empowers teams to work smarter, stay connected, and deliver software efficiently.

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

Originally a scheduling system for just-in-time production during the 1940s, Kanban board from Toyota evolved into a visual management tool to improve efficiency and flexibility. The concept gained popularity outside of manufacturing, particularly in software development, where it became a cornerstone of agile methodologies. Kanban board is invaluable for its ability to visualize workflow, limit work in progress, and optimize the flow of tasks from start to finish. It allows teams to track their progress, identify bottlenecks, and prioritize work effectively. By breaking down tasks into manageable units and moving them through various stages represented on the board, teams can maintain transparency, enhance communication, and adapt to changes swiftly. Ultimately, the Kanban board promotes continuous improvement and empowers teams to deliver high-quality results efficiently.