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

**Members Present**:

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| --- | --- |
| 1. Shovana Shrestha | 4. Tu Yin Hnit Aung |
| 2. Kusum Acharya | 5. Krish Sanjaybhai Patel |
| 3. Kemal Batu Turgut | 6. Roy Bryan D. Franck |

**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** |
| Krish Sanjaybhai Patel | Creating an empty repository in the GitHub. |  |
| Roy Bryan D. Franck | Setting up a new project on Jira. |  |
| Kusum Acharya | Setting the contract and collect the signatures of all the team members. |  |
| Shovana Shrestha | Fill the tables in the Scrum Report (except the table "SCRUM Tasks Selected for Next Week”) |  |
| Tu Yin Hnit Aung | Fill in the table “SCRUM Tasks Selected for Next Week: and question number 1” of Scrum Report |  |
| Kemal Batu Turgut | Do questions number 2 and 3 of Scrum Report. |  |
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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 discussed in the meeting and the outcomes of the discussions.

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| Topic | Discussion Summary | Outcome |
| Dividing the tasks | **The team discussed and finalized the allocation of project tasks to individual team members for enhanced accountability and clarity.** | **Agreed upon the assignment of specific project tasks to individual team members.** |
| Organizing the project's framework | **We talked about the project's early design approach, focusing on making it modular and scalable.** | **Decided to adhere to a set of guidelines to develop.** |
| Testing approach | **We discussed our testing strategy, covering techniques for both unit and integration testing.** | **Decided to implement as many techniques as deemed necessary to achieve project objectives.** |
| Communication with the members | **We talked about ways to communicate with our team members efficiently.** | **Decided to meet twice a week in a zoom call and in person to get input and make sure everyone is on the same page.** |
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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 |
| Assigned project tasks to team members. | Assigning tasks helps everyone in the team know what they need to do and makes sure everyone takes responsibility for their part. |
| Established development guidelines. | Following guidelines helps ensure that our development work is consistent and of high quality. |
| Employed various techniques for project success. | Employing various techniques helps us work better and be more adaptable. |
| Scheduled bi-weekly meetings for alignment. | Meeting every two weeks helps everyone on the team stay involved and on the same page. |
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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? |
| Krish Sanjaybhai Patel | Create an empty repository in the GitHub. | **30 minutes** | **Yes** |
| Roy Bryan D. Franck | Set up a new project on Jira | **30 minutes** | **Yes** |
| Kusum Acharya | Set the contract and recollect the signatures of everyone | **30 minutes** | **Yes** |
| Shovana Shrestha | Fill the tables in the Scrum Report (except the table "SCRUM Tasks Selected for Next Week” | **30 minutes** | **Yes** |
| Tu Yin Hnit Aung | Do the table SCRUM Tasks Selected for Next Week: and question 1 of Scrum Report | **30 minutes** | **Yes** |
| Kemal Batu Turgut | Do questions 2 and 3 of Scrum Report. | **30 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 |
| Krish Sanjaybhai Patel | Created the GitHub Repository and structure |
| Roy Bryan D. Franck | Created the Jira Repository |
| Tu Yin Hnit Aung | Scrum Report + reflection question 1 |
| Kemal Batu Turgut | Reflection question 1 + 2 |
| Kusum Acharya | Setting the contract |
| Shovana Shrestha | Scrum Report |
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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 |
| Decided how many meetings will be held each week. | **Assists in maintaining clear communication, ensures team members understanding, decision-making, and cultivates responsibility for project advancement.** |
| Risk management strategy | **Reduces possible risks to the completion of the project and helps in problem-solving.** |
| Decided on testing tools | **Provides a framework for testing approach for the project.** |
| Prioritized tasks for the upcoming week | **Ensures prompt delivery and attention to high priority tasks.** |
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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 |
| Task prioritization | **Clear communication and alignment on project goals with the team members.** |
| Decision-making process | **Open discussion and reaching an agreement on important project decisions.** |
| Active participation | **Active team members offering their opinions and views.** |
| Organized timetable | **The meeting's agenda was clearly laid out, which helped targeted conversation and effective time management.** |
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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 |
| Setting time for the meetings | **Due to the midterm weeks, it was difficult to schedule the meeting.** |
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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.  
     
   **Answer**: Using a version control system like GIT has many benefits and advantages that come with it. One of them being the ability to collaborate with multiple developers on a single project that everyone is working on. This means that each developer can be working on their own branch without disturbing the work of others. Later, the changes can be merged and ensured that they are integrated well. Another benefit is the fact that we can track our history and changes that were made to project files. This allows us to have insight into who created what and did what changes. If needed, the changes can also be rolled back. Lastly, another benefit of using a version control system is the ability to communicate through open channels. This means that teammates can be transparent about their work and the coordination part of the project will go more smoothly.
2. Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.  
     
   **Answer**: Project management tools like Jira also have many advantages to programmers and developers. For instance, Jira allows developers to track tasks, issues, and bugs that occur throughout the software development life cycle. This in turn enables us to stay on track and be organized with our goals. Like version control systems, Jira also allows for collaboration and communication between team members. Hence, team members can discuss progress, provide feedback, and share updates as to what else is there to do. This makes the work progress more efficiently and cleaner. Especially for SCRUM management, these tools serve a great purpose. Since Jira can handle large scale projects, it also does not limit the size and complexity of the projects we as developers want to do. This makes creating the project efficient and optimal.
3. Write a brief history of the Kanban board. Describe why it is useful in a project like this one.

**Answer**: The word Kanban comes from two Japanese words that mean sign and board. The purpose of it is to communicate their content concisely. Later, this concept was adapted for use as a visual management tool for software development teams. The three different stages are “To Do”, “In Progress”, and “Done”. Because of these progress statuses, developers in the team can understand the progress of their work, identify problems and the flow of work. The usefulness of this Kanban board comes from the fact that it provides a clear visualization of the project’s workflow. This allows developers to understand their progress and status of the project. It also increases productivity, as it can measure cycle times for your productivity. This in turn increases team focus and productivity as well. Just like the other versional control systems and project management tools, the Kanban board also allows improved collaboration and communication tools for team members.