

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: _____

Members Present:

1.	4.
2.	5.
3.	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

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.	
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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

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 discussed in the meeting and the outcomes of the discussions.

Topic	Discussion Summary	Outcome

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

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.

Member	Task Attempted	Time Spent	Complete ?

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

Major Outcomes of Meeting:

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

Outcome	Impact on Project

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

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
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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.
2. What is a version control system? Why does GitHub qualify as a version control system?
3. What is Jira? How are we going to use Jira for this project?
4. Why is a Kanban board useful in software development. What are the advantages of using Kanban board?

