# **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: 4**

**Members Present**:

|  |  |
| --- | --- |
| 1. Shrey Ajaykumar Bhatt | 4. Kasumi Yanagita |
| 2. Julian Huang | 5. Denyl Marc Bensan |
| 3. Joao Vitor Topanotti da Cunha | 6. Rendell Velasco |

**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 | 15% |
| Git repository | 25% |
| Jira project | 25% |
| SCRUM report & reflections | 25% |
| Meets deadlines | 10% |
| **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** |
| **Shrey Ajaykumar Bhatt** | **Git repository created** |  |
| **Shrey Ajaykumar Bhatt** | **Jira project created** |  |
| **Kasumi Yanagita** | **Collected responses and finished SCRUM reflection** |  |
| **Joao Vitor** | **Set-up Communication Channels** |  |
| **All Members** | **Github & Jira repos/accounts created** |  |
| **Shrey Ajaykumar Bhatt** | **Added professor to Git repo and Jira project** |  |
| **Rendell Velasco** |  | **Get everyone’s signature on the group contract** |
| **All Members** |  | **Get accustomed to using Jira** |
| **Julian Huang** | **Develop the Group Contract policies & Consequences** |  |
| **Marc Bensan** | **Fill out SCRUM meeting report** |  |

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** | **Get accustomed to using Jira.** |
| **Reason for delay or block** | **The email given to be added to the Jira project, of one of the members, was incorrect.** |
| **Impact on Project** | **Since we were ahead of schedule, there was no impact.** |
| **Solution or work-around** | **The team leader and the affected team member set up a time to work on why he could not access the Jira project.** |
|  |  |
| **Delayed or Blocked Task** | **Get everyone’s signature on the group contract.** |
| **Reason for delay or block** | **Everyone’s schedule for the week was misaligned which meant it took some time for everyone to read and understand the contract.** |
| **Impact on Project** | **Since we were ahead of schedule, there was no impact.** |
| **Solution or work-around** | **The team leader and the team members set up a separate channel to ensure everyone was up to date with each revision of the contract as it was being made, and signatures were received at the end.** |

**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** |
| **Frequency of Weekly Meetings** | **Discussed how many weekly meetings need to be conducted** | **The maximum number of weekly meetings was set to 2.** |
| **Group Contract Policies** | **Group contract policies were discusses as they were being created.** | **Appropriate consequence management policies were written.** |
| **Policy on Individual Work** | **How many days in advance individual work should be completed.** | **Days of advance completion for individual work was specified as 2.** |
| **Introduction to Jira** | **We ensured that every group member is capable of adding, updating and removing Jira tasks.** | **Better workflow and co-ordination** |
| **Jira To-Do List** | **Review of tasks required for milestone 1.** | **Additional tasks, as pointed out by group members were added.** |
| **Schedule Discussion** | **Everyone’s weekly schedules were discussed** | **We were able to decide unanimously on certain times to work on the project.** |

**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** |
| **A maximum of 2 meetings will be held every week.** | We didn’t specify a minimum number of official meetings as sometimes, regular communication might be enough. Regardless, having a maximum means we can better organize the meetings according to everyone’s schedules. |
| **Every member needs to finish their individual work 2 days in advance from due date.** | This gives the group leader time for finalizing all of the work and putting it together. It also acts as a buffer in case a task gets delayed. |

**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?** |
| **Julian Huang** | **Group Contract** | **3 Hours** | **Yes** |
| **Rendell Velasco** | **Group Signature** | **1 Hour** | **Yes** |
| **Shrey Ajaykumar Bhatt** | **Group Coordination and filling up the SCRUM report** | **1 Hour** | **Yes** |
| **Kasumi Yanagita** | **SCRUM Reflection (Collect answers from every member)** | **2 Hour** | **Yes** |
| **Denyl Marc Bensan & Shrey Ajaykumar Bhatt** | **SCRUM Report fill-up** | **1 Hour** | **Yes** |
| **Joao Vitor Topanotti da Cunha** | **Set-up a Communication Channel** | **30 Min** | **Yes** |
| **All Members** | **Updating Jira Board** | **1 Hour** | **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** |
| **Shrey Ajaykumar Bhatt** | Get an overview of the next week’s work to coordinate with team members. |
| **Shrey Ajaykumar Bhatt** | Get every group member’s weekly schedule to conduct meetings without schedule conflict. |
| **Joao Vitor Topanotti da Cunha** | Understand the key aspects of the tasks. |
| **Denyl Marc Bensan & Kasumi Yanagita** | Understand the code provided to us. |
| **Julian Huang & Rendell Velasco** | Look into the type of test cases that will be required for milestone-2. |

**Major Outcomes of Meeting:**

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

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| **Outcome** | **Impact on Project** |
| **All team members are integrated with the communication and version control channels.** | **Smoother workflow and group communication.** |
| **Future weekly number of meetings was decided upon, based on everyone’s schedule.** | **Prevented possible future schedule conflicts (Although additional discussion is necessary on this topic, hence this is an agenda for next week’s meeting as well).** |

**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** |
| **Declaration of Consequences.** | **Everybody came into a consensus that the said consequences and policies are fair and to be followed.** |
| **Onboarding members on Jira.** | **Each member is successfully onboarded on the Jira Team.** |
| **Setting up a communication channel.** | **We as a group decided to use Discord for faster communication and it went well because everyone was responsive and replied fast.** |

**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** |
| **Days Meeting** | **There is a big difference in everyone’s Schedules. Further discussion of availability.** |
| **Group Signatures** | **The contract wasn’t finished by the end of the meeting so the signatures were taken the day after.** |

**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.

* Better source code management:

Version control system can keep track of all the code modifications which manage and protect the source code from unintended human errors and consequences.

* Have all the records of modifications:

When working on a project, the team keeps producing the new code into it and modifying existing ones. While doing so, the version control system’s feature of keeping track of modifications will allow you to use those records to discover what is the cause of a particular problem in the future.

* Can reduce the duplication and errors:

Version control reduces duplication of multiple and old versions of documents and it also prevents the errors that occur from having conflicting information retrieved from multiple documents.

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

Jira and other project managing software provide management tools, such as:

* Task management tools
* Collaboration tools
* Project planning tools
* Resource management tools
* Task management tools:

It helps the team track, assign and monitor tasks.

These are important to organize and prioritize work so the team can meet the deadlines and deliver successful projects.

* Collaboration tools:

It helps the team communicate and collaborate on projects.

Main features are; chat, video conferencing and file sharing, allowing the team to work together regardless of their location.

* Project planning tools:

It helps project managers to plan and manage the project.

Main features are; task lists, calendars, and budget tracking which helps the team stay organized and on track with the project.

* Resource management tools:

It helps the resource manager to manage and allocate the resources.

Main features are; team directories, task assignment, and time tracking.

Those ensure the right people and resources are assigned to complete the projects.

It also provides the data to analyze and make the best use of resource allocation.

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

* History of Kanban Board

Kanban is a visualized system management tool to organize and optimize the workflow. This system was initially developed by Taiichi Ohno for Toyota Automotive in Japan in the early 1940s. First, it was just a simple planning system and the goal of this system was to control and manage work at every stage of production optimally. At that time, Toyota wanted to have better productivity and efficiency to compete with American automotive rivals and Kanban gave Toyota a flexible and efficient production control system which not only improved productivity but also reduced cost-intensive inventory of raw materials, semi-finished materials, and finished products.

* Why it is useful

Visualized planning system

Kanban provides the team with the whole picture of the project reducing the time the team spent on going everywhere to check many other things. Within one screen, you can see:

-who is busy and who is available now?

-who does not have specific tasks now?

-which task is more prioritized and in an emergency to complete?

-what is Todo, In-progress, and Done?

-who is responsible for which work

-when is the due date for this specific task?

* Simple design

Kanban's simple design makes it easy to understand and flexible.

For example, you can define horizontal lane and vertical lane.

Horizontal lane represents the steps of work (such as todo, doing, done), and if you want to add more you can also add more in each:

Todo

-Unprioritized

-Prioritized

Doing

-Plan

-Develop

-Test

-Launch

Done

-Pending final approval

-Approved

And after this, you can add kanban card which defines each task with information including:

-work title

-who is responsible for this task

-type of work, showing by its card color

-due date

For more detail, you can also add:

-work description (in detail)

-attachment/files

Those features make it easier for the team to work together with increasing the productivity and visibility which optimize the workflow and reduce the amount of work.