# **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**: \_1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Members Present**:

|  |  |
| --- | --- |
| 1. Mihyeon Park | 4. Manraj Singh |
| 2. Ana Masoumi | 5. Veronika Edith Turpo Meneses |
| 3. Hamzeh Khaled Nayef Muhiar | 6. Yashleen Brar |

**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. |  |

**Scrum Report**

**Summary of Tasks Completed or Delayed in the last week:**

Here you can list all the tasks completed in the last week along with any which could not be completed with a reason why they could not be.

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| --- | --- | --- |
| **Member** | **Tasks Completed** | **Tasks Delayed/Blocked** |
| **Mihyeon Park** | **Created GitHub Repo and added team members. Created Jira project and added team members. Filled Group Contract and Scrum Report. Worked on reflection Q1** | **N/A** |
| **Ana Masoumi** | **Signed the group contract and filled in the scrum report. Did reflection Q4** | **N/A** |
| **Veronika Edith Turpo Meneses** | **Signed the group contract and filled in the scrum report.** | **N/A** |
| **Manraj Singh** | **Signed the group contract and filled in the scrum report.** | **N/A** |
| **Hamzeh Khaled Nayef Muhiar** | **Signed the group contract and filled in the scrum report.** | **N/A** |
| **Yashleen Brar** | **Signed the group contract. Filled the Scrum Report. Reflection part Q2-Q3** | **N/A** |

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** | **N/A** |
| **Reason for delay or block** | **N/A** |
| **Impact on Project** | **N/A** |
| **Solution or work-around** | **N/A** |
|  |  |
| **Delayed or Blocked Task** | **N/A** |
| **Reason for delay or block** | **N/A** |
| **Impact on Project** | **N/A** |
| **Solution or work-around** | **N/A** |

**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 |
| Leader | **Selected leader to work on creating GitHub repo and Jira.** | **Selected the group leader.** |
| Group Contract | **Discussed the information in the group contract and deciding the consequences.** | **Decided the consequences and signed the contract.** |
| Scrum Report | **Scrum Report done** | **Completed and filled.** |
| GitHub Repo and Jira Project | **Created, added team members, cloned and committed. Created Jira project and added team members.** | **Completed everything.** |
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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 |
| Prioritization of Tasks | Distributed equal number of tasks to be prioritized. |
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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? |
| Everyone | **Signed Contract Digitally** | **30 mins** | **Completed** |
| Everyone | **Filled Scrum Report together** | **1 hour** | **Completed** |
| Everyone | **Created GitHub accounts and Jira accounts and setups for both** | **30 mins** | **Completed** |
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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 |
| Everyone | Scrum Report and Reflection |
| Everyone | Meeting after class to discuss |
| Mihyeon Park | GitHub commits and Jira usage, Data Structures, test plan |
| Ana Masoumi | GitHub commits and Jira usage, Data Structures, test plan |
| Veronika Edith Turpo Meneses | GitHub commits and Jira usage, Data Structures, test plan |
| Manraj Singh | GitHub commits and Jira usage, Data Structures, test plan |
| Hamzeh Khaled Nayef Muhiar | GitHub commits and Jira usage, Data Structures, test plan |
| Yashleen Brar | GitHub commits and Jira usage, Data Structures, test plan |
|  |  |

**Major Outcomes of Meeting:**

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

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| --- | --- |
| Outcome | Impact on Project |
| Jira Setups | Assigning and tracking project progress |
| Git Repo Setups | Setup completed |
| Group Contract | Agreed by everyone and signed digitally |
| Scrum Report | Discussed and filled by everyone for Week 1 |
|  |  |

**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 |
| Meeting | **Everyone attended and discussed.** |
| Group Contract | **Everyone agreed and signed** |
| Scrum Report | **Everyone discussed and filled.** |
| Git | **To keep track of changes done and for version control** |
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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 |
| N/A | **N/A** |
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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.

The three benefits of using a version control system are:

1. It allows tracking of version history. It keeps a detailed history of every change made to the project. This allows us to go back to any previous versions of the project to see who made the changes and what changes they made.

2. It allows multiple people to work on the same project at the same time without overwriting each other’s changes so, therefore, allows collaboration between each other.

3. It also allows efficient backup and recovery. Since the version control system keeps a copy of every version of the project, it works as a good backup so if there are accidental deletions or corruptions, the project can be restored to the previous version.

1. What is a version control system? Why does GitHub qualify as a version control system?

Version control is a system that records changes to a file or set of files over time so that you can recall specific versions later. For the examples in this book, you will use software source code as the files being version controlled, though you can do this with nearly any type of file on a computer. GitHub is classified as a VCS due to its ability to host Git repositories and incorporate features such as issue tracking, collaboration tools, and pull requests, which improve the functionality of basic version control.

1. What is Jira? How are we going to use Jira for this project?  
     
     
   Jira is a project management platform that is both agile and intuitive, allowing teams to dynamically plan, track, and manage their workflows and projects. Jira provides various features, including sprints for Scrum management and other agile boards like Kanban. This enables teams to organize projects, assign, and prioritize tasks efficiently and effectively. We are going to use Jira for Task Management,Agile Planning, Issue Tracking, Documentation and Collaboration, Reporting and Analytics, Integration with Other Tools.
2. Why is a Kanban board useful in software development? What are the advantages of using Kanban board?  
     
     
   A Kanban board is a useful tool, whether physical or digital, that helps organize and manage the flow of work in a project. It clearly shows what the project involves and what tasks need to be done.

By using a Kanban board, you can easily keep track of the workflow and see how things are progressing. This helps you understand what has been completed so far and what still needs to be done to finish the project. It also makes project management simpler because it provides a clear picture of the project's status.

Additionally, a Kanban board is great for communication. Anyone can quickly check the board to see what tasks are done, what tasks are in progress, and what tasks are yet to be started. This keeps everyone informed about changes and updates, ensuring that the whole team is on the same page.