# **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**: \_\_\_\_\_\_\_\_\_5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Members Present**:

|  |  |
| --- | --- |
| 1. Wilson Sum | 4. Samin Sorayya |
| 2. Sasawat Yimleang | 5. Radmehr Behzadfar |
| 3. Mostafa Hasanalipourshahrabadi | 6. Lebna Noori |

**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 at End of Lab**

* Completed SCRUM report & reflections.

**Deliverables Due 24 hours after lab**

* Completed team contract
* Fully initialized Git repository
* Fully setup Jira project

**Rubric**

|  |  |  |
| --- | --- | --- |
| **Individual** | Group Participation | 75% |
| Teamwork | 25% |
| **Group** | Contract | 15% |
| Git Repository | 25% |
| Jira Project | 25% |
| SCRUM Report & Reflections | 35% |
| **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.

|  |  |  |
| --- | --- | --- |
| **Member** | **Tasks Completed** | **Tasks Delayed/Blocked** |
| **Wilson Sum** | **Completing Reflection Report, Partial answering Reflection questions, made github acct, made jira acct** | **N/A** |
| **Sasawat Y** | **Completing Reflection Report, Partial answering Reflection questions, made github repos, made jira proj, made github acct, made jira acct** | **N/A** |
| **Mostafa Hasan** | **Completing Scrum Report, Partial answering Reflection questions, completing meeting-outcome related tables, made github acct, made jira acct** | **N/A** |
| **Samin Sorayya** | **Completing Reflection Report, made github acct, made jira acct** | **N/A** |
| **Radmehr Behzadfar** | **Completing Reflection Report, made github acct, made jira acct** | **N/A** |
| **Lebna Noori** | **Completing Reflection Report, made github acct, made jira acct** | **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** |  |
| **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.

|  |  |  |
| --- | --- | --- |
| Topic | Discussion Summary | Outcome |
| Group meetings | **Discussed the frequency and timing of group meetings** | **Agreed to hold weekly meetings once per week. First week to be on Saturday at 8 PM (online)** |
| Group leader | **Discussed the role and responsibilities of the group leader** | **Elected Sasawat as the group leader, responsible for coordinating tasks and facilitating communication** |
| Assignments | **Explored different approaches to accomplish specific tasks** | **Decided to assign tasks based on individual strengths and expertise** |
| Communication | **Discussed effective communication methods and tools** | **Agreed to use Whatsapp for day-to-day communication and email for official announcements and document sharing** |
|  |  |  |

**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 |
| Implement automated testing | Automated testing will improve efficiency, ensure consistent and thorough testing, and help catch bugs and issues early in the development process. |
| Prioritize critical tasks | Prioritizing critical tasks will ensure that high-impact and time-sensitive items are addressed promptly, reducing project risks and improving overall project success. |
| Establish a problem-solving protocol | Creating a structured problem-solving protocol will provide a systematic approach to address and resolve issues encountered during the project, fostering efficient collaboration and minimizing downtime. |
| Update documentation regularly | Regularly updating documentation will ensure that the project remains well-documented, facilitating knowledge sharing, onboarding of new team members, and future maintenance and enhancements. |
| Allocate additional resources for performance optimization | Allocating resources for performance optimization will improve system efficiency, enhance user experience, and mitigate potential performance-related issues. |
|  |  |
|  |  |

**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 could not be completed, the student should indicate why this was not possible.

|  |  |  |  |
| --- | --- | --- | --- |
| Member | Task Attempted | Time Spent | Complete? |
| Sasawat | **Making GitHub repos, Making Git and Jira account, and teach other members to do the same, Partial answering to reflection questions** | **1 hr** | **Yes** |
| Wilson | **Making Github and Jira account, and teach other members to do the same, Partial answering to reflection questions** | **1 hr** | **Yes** |
| Mostafa | **Making Git and Jira account, gathering documents, examining assignment goals, creating a checklist for what needs to be done** | **1 hr** | **Yes** |
| Lebna | **Making Git and Jira account** | **1 hr** | **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 |
| Sasawat | Completing scrum report, completing git repos, gathering docs, |
| Wilson | Completing scrum report, communicate between members when they are off-campus in study week, providing the final version of contract, validating reflection questions. |
| Mostafa | Completing scrum report, editing reflection questions, completing meeting outcome related tables, searching for contract, communicate with Wilson to make sure assignment goals are accomplished. |
| Samin | Completing scrum report, Creating Github and Jira accounts, signing contracts, signing reports, looking over reports and to see if any change needs to be applied. |
| Radmehr | Completing scrum report, Creating Github and Jira accounts, signing contracts, signing reports, looking over reports and to see if any change needs to be applied. |
| Lebna | Completing scrum report, signing contracts, signing reports, looking over reports and to see if any change needs to be applied. |
|  |  |

**Major Outcomes of Meeting:**

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

|  |  |
| --- | --- |
| Outcome | Impact on Project |
| Defined project milestones | Provides a clear roadmap and timeline for project completion. |
| Assigned roles and responsibilities | Ensures accountability and clarity in task execution. |
| Established communication channels | Facilitates effective and timely information sharing among team members. |
| Agreed upon project deliverables | Sets clear expectations and goals for the project. |
| Identified potential risks and mitigation strategies | Enables proactive risk management and mitigation. |
|  |  |

**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 |
| Agenda | **A well-prepared and structured meeting agenda was followed.**   * **The meeting had a clear agenda outlining the topics to be discussed and the time allotted for each.** * **The agenda ensured that all important points were covered and that the meeting stayed focused and on track.** * **Having a structured agenda allowed for efficient use of time and enabled productive discussions.** |
| Active Participation | **Team members who presented actively participated and contributed to the discussions.**   * **The team members were engaged and actively shared their insights, ideas, and concerns.** * **Everyone had an opportunity to express their opinions and perspectives.** * **Active participation fostered collaboration and helped generate valuable input and solutions.** * **The diversity of perspectives enriched the discussions and led to well-informed decision-making.** |
| Effective Decision-Making | **Decisions were made in a timely and collaborative manner.**   * **The meeting facilitated open and constructive discussions, enabling the team to explore different options and viewpoints.** * **Consensus was reached through respectful deliberation and consideration of various factors.** * **The decision-making process was efficient and did not unnecessarily prolong the meeting.** * **Clear decisions were made, providing clarity and guidance for the team's next steps.** |
| Task Allocation | **Clear assignment of tasks to team members.**   * **The meeting ensured that each task was allocated to a responsible team member.** * **Clear roles and responsibilities were defined, avoiding confusion or duplication of efforts.** * **Task allocation considered individual strengths and expertise, maximizing efficiency and productivity.** * **The team members felt accountable for their assigned tasks, resulting in a sense of ownership and commitment.** |
| Effective Time Management | **The meeting adhered to the scheduled timeframe.**   * **The meeting started and ended on time, respecting everyone's schedules.** * **Time limits were set for each agenda item, promoting focus and preventing unnecessary digressions.** * **The facilitator actively managed time and ensured that discussions stayed on track.** * **The efficient use of time allowed for productive discussions and timely decision-making.** |
|  |  |

**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 |
| Team Meeting | **Not everyone attended the meeting.**   * **Lack of clear communication and reminder about the meeting time and location** * **Conflicting schedules or overlapping commitments.** * **Lack of understanding about the importance of attendance and participation.** * **Send out meeting reminders well in advance, specifying the date, time, and location of the meeting.** * **Emphasize the importance of attendance and active participation to all team members.** * **Consider alternate meeting times to accommodate different schedules if possible.** * **Encourage open communication among team members to address any scheduling conflicts in advance.** * **Establish a culture of accountability and emphasize the significance of attending team meetings for collaboration, decision-making, and progress tracking.** |
| Task Prioritization | **Lack of clarity and consensus on task prioritization.**   * **Insufficient communication and alignment regarding project goals and priorities.** * **Inadequate understanding of the urgency and impact of different tasks.** * **Lack of a structured approach to task prioritization.** * **Clearly communicate project goals and priorities to all team members.** * **Foster open discussions and seek input from team members to ensure shared understanding of task importance.** * **Regularly review and reassess task priorities based on evolving project needs and feedback from stakeholders.** * **Encourage collaboration and consensus-building among team members to ensure a collective understanding and agreement on task prioritization.** * **Provide clear guidelines and criteria for evaluating task urgency, impact, and dependencies.** |
| Task Estimation | **Inaccurate or unrealistic task estimation.**   * **Insufficient understanding of task requirements and dependencies.** * **Over-optimistic estimations without considering potential obstacles or complexities.** * **Lack of historical data or reference points for estimating similar tasks.** * **Encourage thorough analysis and clarification of task requirements before estimating.** * **Break down tasks into smaller, more manageable sub-tasks to improve estimation accuracy.** * **Regularly review and refine estimation techniques based on actual task completion times and lessons learned.** * **Foster a culture of transparency and collaboration, allowing team members to provide input and feedback on task estimations.** |
|  |  |

**Reflections (to be answered by the group)**:

1. GIT is an example of a version control system. List and explain 3 benefits of using a version control system.

* Update management: With GitHub (which is built on top of Git), you can easily track and manage updates made to your codebase. Each commit represents a specific version or change made to the code, allowing you to keep a detailed record of modifications. This helps you keep track of what changes were made, when they were made, and who made them. It provides a clear history of your project's evolution, making it easier to understand and manage changes over time.
* Storage: GitHub acts as a remote repository for your project, providing a secure and centralized location to store your code. By pushing your changes to GitHub, you create a backup copy that is stored on their servers. This ensures that even if something happens to your local copy on your computer, such as hardware failure or accidental deletion, you can always retrieve the latest version from GitHub. This redundancy adds an extra layer of protection to your codebase and helps safeguard against data loss.
* Collaboration: One of the major advantages of using GitHub is its ability to facilitate collaboration within a team. It allows you to share your code with teammates, enabling them to clone the repository, make their own changes, and contribute back to the project. GitHub provides features such as pull requests, which allow team members to propose changes, review code, and discuss modifications before merging them into the main branch. This collaborative workflow promotes effective teamwork, fosters code quality through peer review, and ensures that everyone is working on the most up-to-date version of the project.

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

* Bug Management: Jira offers robust bug tracking and management capabilities. It allows you to organize and prioritize bugs based on their severity. By categorizing bugs into different levels such as critical, high, medium, low, and cosmetic, you can prioritize your efforts and focus on fixing critical issues first. This helps ensure that major issues that prevent your code from running or cause significant glitches are addressed promptly. By effectively managing and prioritizing bugs, Jira enables teams to maintain code quality and deliver more stable software.
* Understanding Errors: When it comes to bug reports, Jira provides detailed information to help understand and reproduce the reported issues. Error reports in Jira typically include a description of the bug, explaining its symptoms or unexpected behavior. Additionally, they often include step-by-step instructions on how to recreate the bug, allowing developers to reproduce the issue in their development environment for debugging and fixing purposes. Jira's bug reports also capture important contextual information such as the environment (operating system, software versions, and hardware) in which the bug occurred. This information is valuable in diagnosing and resolving the issue effectively.
* Customizable Workflows and Automation: Jira allows teams to create and customize workflows tailored to their specific development processes. Workflows in Jira define the steps an issue goes through from creation to completion. You can set up a workflow that aligns with your team's preferred development methodology, whether it's Agile, Waterfall, or a hybrid approach. Jira's workflow configuration enables you to define different stages, transitions, and conditions for issue progression. This customization ensures that your project management processes are reflected accurately in Jira and align with your team's preferred way of working.

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

The Kanban board originated in the Toyota Production System in the 1940s. It was a visual card system used to manage production and inventory. Over time, it expanded to other industries, including software development. In a Kanban board, tasks or work items are represented as cards or sticky notes that move across columns that represent different stages of work. Typically, the columns include "To Do" (tasks yet to be started), "In Progress" (tasks actively being worked on), and "Done" (completed tasks). This visual representation allows team members to quickly grasp the status of tasks, identify bottlenecks, and track the progress of work items. It's useful in projects like this because it provides a clear picture of task progress, helps identify delays, and promotes collaboration among team members. The board can be customized to fit the project's needs. Overall, the Kanban board simplifies task management and improves project efficiency.