# **Milestone 6 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**: \_\_\_\_\_\_\_\_\_\_\_\_4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Members Present**:

|  |  |
| --- | --- |
| 1. Riaz Hossain | 4. |
| 2. Judd Niemi | 5. |
| 3. | 6. |

## Milestone 6 Tasks

This is the final milestone where you will run the acceptance tests and fix any remaining bugs found. In addition, you will produce a testing report which lists all the tests conducted, the results and whether the bugs were fixed, and the final test passed. You will also review the test matrix to ensure every test has been performed and passed. You can change the colour of the test in the matrix to show it was run and passed. At the end, all tests in the matrix should have been passed.

**Deliverables due 4 days after your lab day:**

* Final testing report listing tests conducted, bugs fixed, and the final tests passed.
* Execute acceptance tests (results in Jira), and debug.
* Updated requirements traceability matrix in the repository, ensuring it shows both passed (green) and failed (red) tests.
* Completed scrum report including reflection questions answered.

Note: Your professor will **only grade** the **master** or **main** branch, unless you indicate otherwise.

**Rubric:**

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| **Individual** | Group participation (includes GitHub commits and Jira usage) | 80% |
| Teamwork | 20% |
| **Group** | Complete solution code running and executing successfully | 15% |
| Test cases code (performed, results recorded, issues created) | 10% |
| Updated requirements traceability matrix | 10% |
| Final test report | 25% |
| Debugging (bugs fixed, documented, Jira updated) | 5% |
| Git usage (used properly with good structure) | 5% |
| Jira usage (creates issues, tracks progress) | 15% |
| Scrum report & reflections | 15% |
| **Deadline** | 20% deduction for each day you are late |  |

**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** |
| **Riaz Hossain** | **Wrote scrum report draft + reflections, MS6 requirement traceability matrix** | **N/A** |
| **Judd Niemi** | **Created the MS6 test cases code,**  **Fixed a few functions from previous MS5** | **N/A** |
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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** | **None** |
| **Reason for delay or block** | **None** |
| **Impact on Project** | **None** |
| **Solution or work-around** | **None** |
|  |  |
| **Delayed or Blocked Task** | **None** |
| **Reason for delay or block** | **None** |
| **Impact on Project** | **None** |
| **Solution or work-around** | **None** |

**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 |
| MS6 workload distribution | **Talked about the workload and which member should do which task** | **Members were assigned their tasks for MS6** |
| Submission deadline | **Finalized the submission date and time to set a deadline for all tasks** | **Handed in on time** |
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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 |
| Assign Riaz to complete scrum report | To ensure report quality and testing documents are delivered |
| Assign Judd to complete the test code | Member wanted to try this task and was assigned |
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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 could not be completed, the student should indicate why this was not possible.

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| Member | Task Attempted | Time Spent | Complete? |
| Riaz | **Showed Judd the drafted scrum report and also asked him few questions for the report.** | **65 mins** | **Yes** |
| Judd | **Worked on the code during the meeting to ensure everyone is on the same pace.** | **120 mins** | **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 |
| N/A | N/A |
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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 |
| Task assignments finalized for MS6 | **Allowed members to work independently and avoid duplication** |
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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 |
| Meeting time | **Riaz and Judd were on time and completed lots of work during the meeting.** |
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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**:

Answer the following questions using your own words. Make sure that each answer comprises a minimum of 100 words.

1. How did creating the Quality Assurance report help you summarize and communicate the overall testing outcomes? Reflect on how this document supports decision-making at the project closure stage.  
     
     
   Creating the Quality Assurance (QA) report allowed me to consolidate all the testing results into a clear and structured format. It provided a complete overview of what was tested, which test cases passed, which failed, and any defects that remained unresolved. This process forced me to carefully review all test data, ensuring nothing was overlooked. The QA report also helped communicate these outcomes effectively to stakeholders, so they could see the project’s readiness for release. At the project closure stage, this document serves as an important decision-making tool, allowing management to weigh the risks and determine whether the software meets the agreed quality standards before sign-off.
2. How did updating the traceability matrix ensure that all project requirements were adequately tested? Reflect on the role of the matrix in maintaining accountability and completeness in the testing process.  
     
     
   Updating the traceability matrix helped me make sure that every project requirement had a corresponding set of test cases. It acted like a checklist, allowing me to quickly spot if any requirements were missing tests or if any tests were no longer relevant. This process ensured we didn’t just meet functional requirements, but also addressed any changes that came during the project. The matrix also supported accountability by showing a direct link between requirements and test results, making it easy for stakeholders to verify that everything promised in the project scope was actually validated. In short, it safeguarded completeness and accuracy in our testing process.
3. How did the process of preparing the project closure report help you evaluate the overall success of the project? Reflect on how documenting achievements, challenges, and unresolved issues can guide future projects.  
     
     
   Preparing the project closure report required me to take a step back and assess the project from start to finish. It involved reviewing deliverables, timelines, budgets, and quality metrics against the original objectives. This helped me clearly see where we succeeded and where challenges arose. By documenting both achievements and shortcomings, I was able to form a balanced view of the project’s performance. Highlighting unresolved issues also provided valuable input for future planning, ensuring these problems are addressed in the next project cycle. Overall, the closure report served as a formal reflection tool, guiding improvements for similar projects in the future.
4. During the project closure process, what lessons did you identify that could improve future software testing efforts? Reflect on how evaluating the testing and development cycle contributes to continuous improvement.  
     
     
   During the closure process, I realized the importance of early and frequent communication between developers and testers to avoid misunderstandings about requirements. I also learned that keeping the traceability matrix and defect logs updated throughout the project—rather than just at the end—saves time and prevents missed coverage. Another lesson was the value of documenting test environments and configurations thoroughly, so results can be reproduced and validated in the future. Evaluating the full testing and development cycle showed me that continuous improvement relies on these lessons being recorded and shared, so future projects can benefit from past experience and avoid repeating mistakes.