# **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**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Members Present**:

|  |  |
| --- | --- |
| 1. Leo Ru | 4. Frank Fu |
| 2. WaiSun Lam | 5. |
| 3.Xinyang Ma | 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 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** |
| **Xinyang Ma** | **Set up Jira** | **NO** |
| **Leo Ru** | **Set up GitHub** | **NO** |
| **Xinyang Ma**  **Leo Ru**  **Waisun Lam**  **Frank Fu** | **Scrum Report/reflection** | **NO** |
| **Xinyang Ma**  **Leo Ru**  **Waisun Lam**  **Frank Fu** | **GROUP CONTRACT** | **NO** |
|  |  |  |
|  |  |  |
|  |  |  |

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 Contract | **Meeting dates, individual due dates, group due dates, late/substandard/fail to complete consequences** | **All group members agreed to adhere to the rules** |
| GitHub/Jira | **made sure everyone was on the same page with GitHub/Jira usage and agreed on group policies moving forward** | **Successfully set up GitHub and Jira** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**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 could not 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 |
| Group | Scrum Report and Reflection |
| Xinyang Ma, Frank Fu | Analysis of problem and header file |
| Leo Ru, Waisun Lam | Test plan |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Major Outcomes of Meeting:**

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

|  |  |
| --- | --- |
| Outcome | Impact on Project |
| Tasks assigned for next milestone | **Everyone on the same page and knows what needs to be done** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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 |
| quickly decided on division of labor without conflict | current phase of assignment has clearly outlined deliverables that made it easy for group members to understand the necessary tasks as well as likely work-loads involved |
| reached unanimous consensus on internal group policies | all members had a similar vision of how to conduct group work and were open minded to each other's opinions when differences did occur |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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.  
   Git have a host of benefits for software development. First is collaboration. For example, Git allow several developers to work on the same codebase without interfering with each other. Second is history tracking and reverting changes. In addition, a version control system records every modification made to a code base and who made it. This is valuable for understanding how the code has changed as well as tracking when and how errors were created. Third is back up and redundancy, when using a version control system, each developer's repository clone is a complete backup of all code and all change history. Even if you lose your local copy of the codebase, you may clone the repository from a remote server.
2. Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.  
   a) Jira enables efficient collaboration among team members. Communication is greatly enhanced through its features, such as issue tracking, task assignment, and real-time updates. With Jira, team members can easily comment on issues, monitor progress and share documents.

b) Jira is well-equipped for agile development. It provides comprehensive features that empower teams to track work incrementally. With Jira, you can generate burndown charts for individual stories, monitor workload, estimate effort, and assign tasks to team members for effective team management. Additionally, Jira enables teams to visualize work progress and adapt to changing requirements.

c) Jira offers customizable options to cater to the diverse requirements and needs of different teams. Users can take advantage of features such as tables, forms, timelines, reports, fields, workflows, and issue types to customize the tool to their specific preferences. Additionally, Jira supports seamless integration with other platforms.

1. Write a brief history of the Kanban board. Describe why it is useful in a project like this one.  
   A kanban (Japanese for signboard or billboard) board is a tool that was inspired by the Toyota Production System and lean manufacturing. Microsoft engineer David J. Anderson generalized this method across all types of organizatioanl processes, which is how it became commonly used today in the software development industry. A kanban board's cards are moved across the board into vertical columns to indicate status and each card serves as a representation of a work item. A team's kanban board is constantly being updated so that  when capacity permits, new features from the backlog are added to work that is already in progress. Kanban is useful to our project because it is a pull-type task management system. Team members only take on, or "pull", tasks that they have the time to do and that are currently needed, instead of team members being assigned tasks based on prior estimates of completion capabilities. This means that kanban is extremely flexible - a very helpful trait in the current project because the team members are 4 students of equal year, with equal experience, that have differing schedules and commitments. While everyone should endeavor to perform the same amount of work overall, not everyone will have the same level of work capacity at the same time, and the kanban system allows us to flexibly manage our own work flow in accordance to our individual time constraints while providing a clearly visualized system to track who's doing what and what needs to be done.