# **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**:

**Members Present**:

|  |  |
| --- | --- |
| 1. Phuong Bac Nguyen | 4. |
| 2. Shuja Lashkari | 5. |
| 3. | 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 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 | 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 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** |
| **Phuong Bac** | **Create Git repository, Jira account, fill out the scrum report, group contract, 2 questions from the list** |  |
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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** |  |
| **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.

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| Topic | Discussion Summary | Outcome |
| First milestone | Read the instructions and divide the tasks to meet the deadline. |  |
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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 |
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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? |
| Phuong Bac | **Git repository, Jira account creation, 2 questions from the list** | **20 mins** | **Done** |
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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 |
| Phuong Bac | Data structures (complete, correct, and well-designed, updated in the project, and added to the repository) |
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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 |
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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 |
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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 |
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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. How did using GitHub simplify storing and organizing project files? Reflect on how having a centralized repository improved accessibility and efficiency for the team.  
     
   Phuong Bac : Using GitHub made it easier to store and organize our project files by providing a centralized repository. Instead of sharing files manually, everyone always had access to the latest version. The ability to track changes and revert to previous versions helped us avoid mistakes. Branching allowed us to work on different features without affecting the main code. Overall, GitHub improved efficiency by keeping everything in one place, making it easy to collaborate, access files from anywhere, and ensure consistency throughout the project.
2. How did GitHub help you manage file sharing and collaboration among team members?  
     
   Phuong Bac: GitHub helped us manage file sharing by allowing team members to push and pull updates easily. Instead of sending files through email, we could all work on the same repository and merge changes when ready. The commit history let us track who made what changes, reducing confusion. Pull requests allowed us to review code before merging, preventing errors. Collaboration became smoother because everyone had access to the latest version, and conflicts were easier to resolve. Overall, GitHub made teamwork more efficient and kept our project well-organized.
3. How did the Kanban board in Jira assist in visualizing the progress of tasks and identifying bottlenecks? Reflect on how this feature helped prioritize tasks and manage the overall project timeline.

Shuja Lashkari: A Kanban board in Jira helps by providing real time clear view of work items as they move through different stages, it also helps identifying bottlenecks by highlighting task that are stuck in one stage allowing other team members to take actions as it notifies them that no progress is being made. There are other features as well such as prioritizing important task that needs to be addressed first before any other task. Additionally, it aids in managing the overall project timeline by maintaining workflow efficiency, reducing delays, and ensuring steady progress toward completion.

1. How did using Jira to create and assign tasks improve your ability to manage the project's workflow? Reflect on how breaking down the project into smaller tasks helped you maintain clarity and focus

Shuja lashkari: Using Jira to create and assigned tasks improved our workflow ability by being able to bring down task into smaller segments allowing us to divide the work equally preventing overload on any one person, making it easier for all of us of to track each member’s progress. Assigning tasks to team members ensured responsibilities were well-distributed. This structure also helped maintain focus, as each team member could work on a task with clear deadlines, leading to better efficiency and project completion within the timeline, other features were also useful such as Jira’s tracking which provided insights on completion rate and potential delays by team members.