# **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**: \_\_\_\_\_\_\_\_\_ZBB\_Group-5\_\_\_\_\_\_\_\_\_\_\_\_

**Members Present**:

|  |  |
| --- | --- |
| 1.Prabhjot Singh | 4. Siya Khanna |
| 2.Sampreet Klair | 5.Prince Prince |
| 3.Dhruv Kakadiya | 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**

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| --- | --- | --- |
| **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.

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| **Member** | **Tasks Completed** | **Tasks Delayed/Blocked** |
| **Sampreet Klair** | **Created the GitHub repo, Group contract updated** | **-** |
| **Dhruv Kakadiya** | **Created the Jira project** | **-** |
| **Prabhjot Singh** | **Group contract updated, scrum report and reflection** | **-** |
| **Siya Khanna** | **Reflection** | **-** |
| **Prince Prince** | **Scrum report** | **-** |
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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 |
| GitHub | **Setup the repo** | **Everyone joined the repo as a contributor** |
| Jira | **Created the project** | **Everyone had the access to the project** |
| Scrum | **Discussed about scrum** | **Scrum report completed.** |
| Reflection | **Discussed the question** | **Found the solution for the questions.** |
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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 |
| Meeting timetable | Setup a meeting schedule which everyone will follow |
| Assigning the tasks | Discussed about the tasks that every individual will be completing. |
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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? |
| Prabhjot Singh | **Filled the necessary information** | **15min** | **yes** |
| Sampreet Klair | **Told everyone about the GitHub account and how to join** | **10min** | **yes** |
| Dhruv kakadiya | **Told everyone about the Jira account and how to join** | **10min** | **Yes** |
| Siya khanna | **Participated in the discussion and gave the opinion about different topics** | **5min** | **Yes** |
| Prince Prince | **Participated in the discussion and gave the opinion about different topics** | **5min** | **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 |
| Sampreet Klair | Managing the GitHub account and updating it. |
| Dhruv Kakadiya | Managing the Jira account and updating it. |
| Prabhjot Singh | Managing the scrum report and the reflection and finding bugs. |
| Siya Khanna | Responsible for debugging |
| Prince Prince | Responsible for debugging |
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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 |
| Setup the basics for the project | **Work on project can now be started.** |
| GitHub repo setup successful | **Working with GitHub is now easier.** |
| Jira account setup successfully | **Everyone now has the access to the Jira and can-do major discussions.** |
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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 |
| GitHub Setup | **Group participation** |
| Jira Setup | **Group participation** |
| Discussion and duty assigning | **Group co-ordination.** |
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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 |
| Nothing | **Everything was a success.** |
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**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.  
   **Answer:** Git is an open-source version control system, following are some of its benefits:

* If we want to refer back to a previous version of our application, we can do it by using git.
* If we want to use a local version of the application in our machine, we can do it by using the git clone functionality.
* If more than one programmer is collaborating on the same application, then we can merge their code by using git merge functionality.

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

**Answer:** A modern web-based tool used for managing software projects like Jira can have many advantages as follows:

* Efficient collaboration: Various team members can collaborate effectively, promoting better discussion, commenting, and giving their feedback.
* Better project organization: Jira offers various benefits such as creating tasks and issues in an easily accessible manner.
* Integration with other tools: with Jira, we can use various third-party tools like version control system like git and other testing tools which can therefore benefit in collaboration among team members.

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

**Answer:** In modern project management Kanban boards are used extensively to manage teams working collaboratively on a single project or application. The history of Kanban boards goes back to 1940s. Toyota was the first corporation that used and coined the term Kanban which means “Visual card” or “signal” in Japanese and the main goal of Toyota was to reduce waste and increase efficiency. In the 2000s the Kanban boards were adopted in software development when David J. Anderson published about it in his book, "Kanban: Successful Evolutionary Change for Your Technology Business."

The Kanban board technique is useful in a project like this one because, by using this we can:

* Visualize the work and distribute it efficiently.
* Differentiate between work to-do, work in progress and work completed.
* Optimize the flow of work and assign each task and sub-tasks properly to each team member.
* Complete the work in a transparent and collaborative manner.