# **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**: \_4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Members Present**:

|  |  |
| --- | --- |
| 1. Hsien-Ting Liao | 4.Shu-Ting Hsu |
| 2. Rong Chen | 5. Pei-Ti Chen |
| 3. Yansong Gao |  |

**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.

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| --- | --- | --- |
| **Member** | **Tasks Completed** | **Tasks Delayed/Blocked** |
| Hsien-Ting Liao | Set up GitHub repo |  |
| Rong Chen | Reflection on version control system |  |
| Yansong Gao | Reflection on advantages of using a project management tool |  |
| Shu-Ting Hsu | Reflection on a brief history of the Kanban board. Describe why it is useful in a project |  |
| Pei-Ti Chen | Set up project on Jira. |  |

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 discussed in the meeting and the outcomes of the discussions.

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| --- | --- | --- |
| **Topic** | **Discussion Summary** | **Outcome** |
| Create a GitHub | We created a GitHub and invited all the team members to join. | Everyone created their own account. |
| Create Jira | We created a Jira and invited all the team members to join. Also, learn how to use this website to make our teamwork easier. | Everyone created their own account. |
| Finished reflection | Discusses the advantages of using version control system and Jira. | Learned the concept of using version control system and Jira. |
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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** |
| Create account | Need to know how to create an account. |
| Release a task | Finish the task |
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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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Member** | **Task Attempted** | **Time Spent** | **Complete?** |
| Hsien-Ting Liao | Set up GitHub repo | 3 hours | Yes |
| Rong Chen | Reflection on version control system | 3 hours | Yes |
| Yansong Gao | Reflection on advantages of using a project management tool | 3 hours | Yes |
| Shu-Ting Hsu | Reflection on a brief history of the Kanban board. Describe why it is useful in a project | 3 hours | Yes |
| Pei-Ti Chen | Set up project on Jira. | 3 hours | 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** |
| Hsien-Ting Liao | Manage git |
| Rong Chen | Testing |
| Yansong Gao | Finish the project |
| Shu-Ting Hsu | Debug |
| Pei-Ti Chen | Manage Jira |

**Major Outcomes of Meeting:**

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

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| --- | --- |
| **Outcome** | **Impact on Project** |
| Create a GitHub, Jira and finish the reflection. | Finished M1 |
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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** |
| Create a GitHub | We did a very good job. |
| Create Jira | We did a very good job. |
| Finished reflection | We did a very good job. |
|  |  |
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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 |  |
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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.

* **Collaboration**: Version control helps people work together on projects, avoid conflicts, and keeps track of who does what.
* **Backup and Recovery**: It acts like a safety net, saving past versions of your work, and making sure you don't lose anything.
* **Documentation and Tracking**: It keeps a record of all the changes, helps with reviewing code, and tells the story of how your project evolved over time.

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

* It allows for clear management of tasks, such as Kanban mode, and it includes the status of the task, e.g. To Do, In Progress, Completed. This ensures that tasks are not forgotten.
* It is possible to assign a task to a specific team member and track the status of the task. This is very useful for managing the productivity of people, so that work is distributed appropriately and the strengths of each member are utilized.
* Regarding the tasks, there are detailed descriptions, such as descriptions, tags, links, which fully explain the needs of each task and leave a record of the work for future review.

1. Write a brief history of the Kanban board. Describe why it is useful in a project like this one.  
     
   The Kanban board is like a visual to-do list with columns and cards. It helps us see and manage our work easily. It's great for this project because it's flexible, improves how we work, and prevents us from taking on too much at once. It also helps us work together, get rid of unnecessary tasks, and adapt to changes quickly.