# **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**: **1**

**Members Present**:

|  |  |
| --- | --- |
| 1. Taehwa Hong | 4.Hyunjoo Han |
| 2. Jenna Moon | 5. Natalya Pak |
| 3. Farouk Alhassan | 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 | 15% |
| Git repository | 25% |
| Jira project | 25% |
| SCRUM report & reflections | 25% |
| Meets deadlines | 10% |
| **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** |
| **Taehwa Hong** | **Group Contract, SCRUM, Github, Jira** | **NONE** |
| **Jenna Moon** | **Group Contract, SCRUM** | **NONE** |
| **Farouk Alhassan** | **Group Contract, SCRUM** | **NONE** |
| **Hyunjoo Han** | **Group Contract, SCRUM** | **NONE** |
| **Natalya Pak** | **Group Contract, SCRUM** | **NONE** |
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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** | **Nothing blocked. Start week of the milestone** |
| **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 |
| Git | **Git Setting up** | **Setup completed** |
| Jira | **Jira Setting up** | **Setup completed** |
| Contract | **Finished Contract** | **Signed Contract** |
| SCRUM | **SCRUM done** | **SCURM Finished** |
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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 |
| Work Distribution | Assigned fair amount of work to each member |
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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? |
| Taehwa Hong | **Github set up** | **30min** | **Yes** |
| Taehwa Hong | **Jira set up** | **30min** | **Yes** |
| All | **Signing group contract** | **30min** | **Yes** |
| All | **Writing Scrum report** | **1hr** | **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 |
| All | Writing Scrum Report & Reflection |
| Taehwa Hong | Commit to github new files and data structure |
| Jenna Moon | Jira Management |
| Farouk Alhassan | Create test plan |
| Hyunjoo Han | Create a series of data structures as header files and store it in the repository. |
| Natalya Pak | Analyzing to solve the problems |
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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 |
| Set up github repository | **Prepare all repositories** |
| Set up Jira | **Assignment and tracking of project progress** |
| Finished group contract | **All members agreed to participate in the milestone project** |
| Finished scrum report | **Week 1 report completed** |
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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 | **All member attended the first meeting** |
| Group Contract | **All member signed to agree contract** |
| Scrum Report | **All member participated** |
| Git | **Useful for version control and change tracking** |
| Jira | **Useful for managing a project's work processes and To-Do list** |
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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 |
| NONE | **NONE** |
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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. GIT is an example of a version control system. List and explain 3 benefits of using a version control system.  
     
   Version control systems like Git offer essential benefits to software development teams. These systems record code changes, helping developers understand the project's evolution and enabling efficient collaboration. Features such as branching and merging allow team members to work independently and then integrate their individual tasks seamlessly. Moreover, as a reliable backup, the version control system ensures project safety and facilitates restoration in emergencies. These advantages enhance project collaboration, safety, and overall efficiency in development.
2. Jira is a modern, web-based tool for managing software projects. Describe 3 advantages of using a project management tool like Jira.  
     
   Jira is a web-based project management tool that offers several benefits in development. Team members can update the progress of the work and check the progress of the project through Jira. Through functions such as comments and file sharing, communication between team members can be improved. Jira has the advantage of simplifying project management and helping to encourage collaboration among team members.
3. Write a brief history of the Kanban board. Describe why it is useful in a project like this one.  
     
   Kanban board began in the Toyota manufacturing industry in the 1940s. Initially, real cards were used to signal various stages of production. Over time, Kanban systems have been used not only in manufacturing but also in various fields such as software development and project management. Khanban can visualize the flow of work and manage the work in progress. In addition, the team can flexibly manage the priorities of the project using Kanban, share the project among team members, and promote collaboration through various functions such as commenting and file sharing.