

**CIS 4250 – Software Design V**  
**Instructor: Prof. S. Scott**  
**Individual Accountability Report (IAR) Template**

Note. Refer to the Project Manual for detailed instructions for IAR submissions.

**Individual Accountability Report (IAR) Template**

The following questions **MUST** be included and answered completely for each submitted IAR.

**IAR must be submitted one of the following file formats: text or PDF.**

Q1. Student Name: Sara Adi

Q2. Student ID: 1129361

Q3. Associated Team Deliverable: Team Contract & Project Proposal

Q4. Team #: 5

Q5. What were the main technical or methodological knowledge, skills and/or abilities (KSAs) that were required to complete this team deliverable? What prior courses or experiences (e.g. co-op, group project, etc.) from your Software Engineering degree did you draw on for these KSAs? (bulleted list is preferred):

- KSA's: Communication, Team Collaboration, Git, HTML/CSS/JS, User Interface and User Design
- Prior Courses: The KSA's can be drawn from all four previous software design courses. As for the technical aspects of understanding the HTML/CSS code, the Web development course and the UI/UX course helped a lot with that.

Q6. What was your existing level of experience with these topics/skills before your team began working on this deliverable? (1-2 sentences):

- I can confidently say that my skills were of advanced / high level for these KSA's. This is because this deliverable didn't require anything too technical or challenging. It required a lot of skills that were taught to me since first year throughout all the CIS courses.

Q7. Comment on your individual KSAs learning during this deliverable, and what additional learning may be needed to understand or be more competent with these topics / tasks in the future?

- During this deliverable, I recognized my strength in project management but also identified the need to improve my technical skills, particularly in backend development, as my expertise currently lies in front-end work. To address this, I plan to enhance my knowledge of backend technologies, such as server-side programming and databases,

through self-learning and practice. Strengthening these skills will allow me to contribute more effectively to technical tasks in future projects.

Q8. What specific contributions did you make to this team deliverable? This should include technical or project management contributions.

- Contributed in searching for open source projects (ultimately leading to the one that we chose to work with for the semester)
- Actively participated in multiple group discussions and team work meetings.
- Reviewed and work on both the contract and proposal by completing multiple sections.

Q9. With whom did you collaborate for any of the above contributions (be specific – saying “all team members” is not sufficient. State which parts you worked on with whom)?

- Researching open-source applications:
  - After initial discussions on Discord (with Ben, Jeremy, Emily, and Jennifer), Jennifer created a document to compile applications of interest.
  - I reviewed each application’s repository as well as add more options for projects in order to refine the options.
  - I took the lead in selecting top choices based on the group discussions.
  - Emily and I added additional applications that met the criteria, expanding the list for further consideration.
- Team Contract:
  - Jennifer designed the format for recording individual team member details.
  - I structured most of the content into clear sections for better readability.
  - Following a group discussion (with Ben, Jeremy, Emily, Jennifer, and I), we each worked on our own part of the contract, while I worked on the bulk of the portions regarding group roles and time management.
- Application Proposal:
  - Jennifer transcribed relevant points from the Project Manual into the Application Proposal.
  - I organized these notes into more coherent sections.
  - The entire group contributed to refining the clarity of the content and improving the organization of the proposal’s categories.

Q10. Comment on how well you managed your time over the time period allocated in the Course timetable to this team deliverable (i.e. the time between the prior team deliverable to this team deliverable).

- I believe I did well in both managing my time, and actively contributing to the team deliverables without any last minute effort.