

**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: Jennifer Lithgow

Q2. Student ID: 1134108

Q3. Associated Team Deliverable: Sprint 1

Q4. Team #: 5 (Section 2)

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):

- Leading Sprint Planning Meeting
  - None; cannot recall leading, only participating in coop
- Managing backlog
  - None; only choosing to work on priority tickets
- Lead regular scrum meetings
  - Minimal; possibly a part of a group project
- Analysing/Debugging JavaScript code
  - Some; debugging is a common task for any code-related project, and JavaScript showed up occasionally during coop jobs
- Ticket/Story Creation
  - Mostly created bug tickets during co-ops
  - Unsure if there were any activities in past courses (at least not in-depth)

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

I'm used to acting as a meeting lead to try and get all team members involved in conversation, though that is more of an informal experience than formal or in an agile-specific format. I'm familiar enough with debugging and working with JavaScript to say I'm fairly experienced with that.

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?

- Sprint planning meeting
  - Used to being secondary to the leader
  - Only input I've done is creating bug tickets and estimating ticket weights

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

- Agile Coach
  - Lead meetings (planning, scrum, retro)
  - Backlog management (create new task, ensure tickets/stories up to date and clear)
- Filter/Sort UI Redesign
  - Discuss
  - Document on wiki
- Keyboard Input
  - Fix
  - Document on wiki
- Refactor
  - Create/Update/Cancel buttons
  - Completed tasks' checkboxes being checked
- Creating retrospective board
- Update wiki pages (general instructions and such)
- Reviewing and approving some merge requests

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)?

- Filter/Sort UI Redesign
  - Discussion with Jeremy and Emily for the most part.
- Refactor
  - My changes were to support Ben and Emily's efforts (they worked the most on this tech story).
- Ticket Creation
  - Discussing issues that arose with Ben and Jeremy when they found them.

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).

Fairly well. We were limited to a little over a week for our first sprint (instead of two weeks), but we did our best to only add the amount of estimated effort that would be reasonable for that time frame. We did underestimate the refactoring ticket/tech story, but we managed to

complete most tickets added to the sprint. Our 24-hour format ticket was dropped in favour of fixing introduced/discovered bugs.