Q1. Student Name: Sara Adi

Q2. Student ID: 1129361

Q3. Associated Team Deliverable: Sprint 1

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? (bulletedlist is preferred):

- Understanding of object-oriented design and class diagrams, which was developed in CIS3750 and reinforced in CIS3260 when working on reverse engineering tasks.
- Experience with backlog creation, user story development, and prioritization techniques, which I first encountered in CIS*3760 and later refined through co-op experience.
- Implementing front end user interactions, with backend through HTML, CSS, and JS. This was introduced to me in CIS*2750, and refined throughout the latter part of my degree.
- Professional documentation skills, which have been improving throughout coursework and projects, especially my full time job as a IT project manager.

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

- Before starting this deliverable, I had a strong foundation in object-oriented design, backlog creation, and front-end development, which I refined through coursework, co-op placements, and my current role as an IT project manager. However, I had limited experience working with JavaScript and some object-oriented principles, so I needed to refresh my knowledge in those areas.

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 sprint, I deepened my understanding of object-oriented principles, particularly the Single Responsibility Principle (SRP), which enhanced my technical skills and overall design knowledge. Implementing the import and export functionalities, along with refining various aspects of the project, provided valuable hands-on experience in problem-solving, code refactoring, and improving maintainability. Moving forward, further learning in advanced software design patterns and best practices for optimizing complex system architectures would enhance my proficiency in these areas.

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

- Defined project issues, created PBIs, and established their definitions of done.
- Assigned issue weights and took the lead in distributing tasks among team members.
- Implemented the import/export functionality for tasks and refined the UI/UX.
- Contributed to team discussions on class implementations and the proposed codebase refactor.
- Monitored and reviewed merge requests throughout the sprint.
- Assisted Jennifer in developing a Way of Working for the team.
- Completed test documentation and provided a standardized format for the team to follow.
- Documented project processes within the team wiki.
- Created the Sprint 1 demo slides.
- Presented the Sprint 1 demo to the TAs.

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)?

- **Collaborated with Emily, Ben, Jennifer, and Jeremy** to define 2-3 issues each, including their PBIs and definitions of done, as well as discussing issue weighting during lab time.
- **Worked with Jennifer** to facilitate discussions on task assignments and distribute issues among team members.
- **Independently** implemented the import/export functionality and completed various UI/UX refinements.

- **Worked with Ben and Emily** to plan the initial approach for the code refactor, including identifying necessary classes and their components.
- **Partnered with Jennifer** to monitor and review merge requests throughout the sprint.
- **Co-developed the Way of Working with Jennifer** and contributed to maintaining the sprint wiki and test documentation.
- **Independently** created the Sprint 1 demo slides and presented them to the TAs..

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).

- For a one-week sprint, I believe I managed my time effectively, given the workload I completed. I balanced my tasks well and ensured that all my assigned contributions, including the demo slides, were completed before the deadline. On the final day, I picked up two additional tickets—one bug fix and one functionality task—to support my teammates, but this did not impact my ability to meet deadlines or deliver quality work on time.