

**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:** Emily Kozatchiner

**Q2. Student ID:** 1149665

**Q3. Associated Team Deliverable:** Team Contract & Application Proposal

**Q4. Team #:** Group 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):**

- Choosing the scope of an open source project drew upon my prior knowledge of what is capable of being accomplished in a specified time frame. I learned this throughout multiple courses, but particularly CIS\*3760. There was little limitation to how my group would build a full-stack course suggestor, so we had to choose how we would approach the project and what to include.
- Knowing how to detect a feature in need of improvement within an application came from one of my internships with RBC. Throughout the work term, I had commented on the design of certain features and how we could restructure them. My suggestions were taken into account and greenlit as tasks.
- Finding bugs or any usability issues with the application also came from an internship. When I was an embedded software engineer intern, I would mess around with the control UI to see if I could find an issue, which translated those testing skills.

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

As a 5th year software engineering student, I am confidently able to work with dissecting certain programs and applications, and work with teams to establish clear guidelines on collaboration and communication.

The one skill that may be at a beginner level is proposing an application with appropriate scope, as many projects were assigned to me.

**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?**

I learned to really think ahead. Having an idea of what features and bugs could be incorporated into three sprints is tough. We had to have a rough idea when choosing an appropriate open source project. Throughout the sprints, we'll see how much we stick to our initial stretch goals.

Working together with a new team is always a skill I aim to improve, so I aim to learn more about how to work with my team. I also aim to incorporate my skills into the team dynamic as much as I can.

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

- The search for a suitable open-source application was a big focus for the application proposal, so I provided resources and repositories that I thought were suitable to expand upon.
- I also participated in the brainstorming of new proposed functionality that we could add and any stories that would be suitable and interesting for our group to work on.
- Contributed to the paper by writing key system functionalities, adding onto proposed redesign, and researching the code base.
- Individually, I added to the team contract by leaving my contact information, displaying the type of contributor I would be based on my strengths and weaknesses, and how I would approach them. Also left available times and commitments.

**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)?**

The majority of the search for suitable open-source applications were done by myself, Jen, and Sara, with Sara finding our current choice. I provided a source for finding open-source repositories, while Jen and Sara made a document holding all of our potential projects and organized our top choices. We would all use the document to add any additional projects that looked promising.

Everyone participated in the team contract by filling out their associated sections and selected suitable meeting times.

The application proposal was started by Jen and I believe everyone worked on adding detail to a specific section. I discussed with Jen about certain proposed functionalities and their scope, and added on to Sara's scope details under the Scope section. Also discussed with everyone about add-ons to other sections of the document.

Ben focused on repository creation and also confirmed MIT licensing. Jeremy was a key collaborator, communicating ideas and editing the docs.

**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 would say that time was managed very well within the group. We were one of the first ones to choose an open source application on the discussion board, and reached out shortly to confirm the eligibility of our choice. The team met up on January 9th, using the Thursday lab time to fully fill out the team contract (aside from minor edits later in the week) and choose appropriate sprint meet times. The application proposal was completed on January 14th, which gave us at least a day to look it over before early submission.