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

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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: Team Contract and Application 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):

- Being precise in search and critical of information (used in problem-solving issues had with assignments and coop tasks)
    - Process of elimination (analysing size of project, checking languages used)
- Communication (all previous co-ops and group projects)
- Decision-making as a group (previous group projects)

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

My existing level of experience with these topics/skills before working on this deliverable were fairly high. Given all previous Software Design courses, I had to practice them regularly.

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?
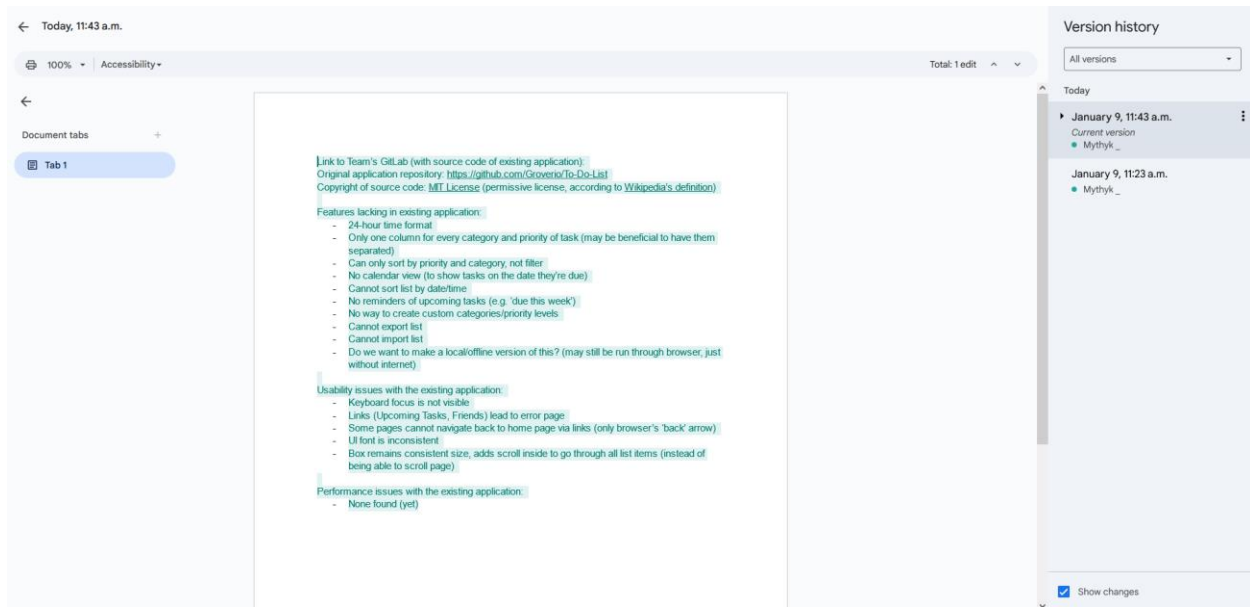
I may have to practice making an in-depth analysis of existing code to be able to reverse-engineer a model of the existing application's system. I have had to read and understand code created by other developers during my coop terms, but never transform it into a model.

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

- Initial research of open-source applications
- Organising the necessary components within our documents into categories based on group notes and discussion
- Finding the source code copyright and its meaning (MIT License, permissive but requiring our product to share the same license)
- Putting the source code into our repository

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 discussions over Discord (**Ben, Jeremy, Emily, and I** initially), I created a document to compile the applications we had some interest in
  - I checked each application's repository first for the languages used to gauge familiarity, then by size/complexity to narrow down our options
  - **Sara** took the initiative to select top choices based on conversation
  - **Sara and Emily** added additional applications that met the necessary criteria to increase our options and further discussion
- Team Contract:
  - I created the format for individual team member details to be filled out
  - I copied down the bullet points of everything mentioned in the Project Manual to be included in the Team Contract. **Sara** formatted the majority of the points into proper sections for improved clarity
  - I noted our communication and coordination choices based on what we already started using prior to the creation of the Team Contract
  - I added more detail to "How we envisage assigning responsibilities & sharing the workload" based on group conversation (**Jeremy, Emily, Ben, Sara, and I**) after **Sara** wrote the initial/core ideas
- Application Proposal:
  - I copied down the bullet points of everything mentioned in the Project Manual to be included in the Application Proposal
  - **Sara** formatted the notes into clearer sections
  - **Everyone** in the group helped with improving clarity of points made in the Application Proposal and organisation of categories

The screenshot shows a Google Docs version history view with the following text visible in the document:

Link to Team's GitLab (with source code of existing application):
Original application repository: https://github.com/Groverio/To-Do-List
Copyright of source code: MIT License (permissive license, according to Wikipedia's definition)

Features lacking in existing application:
- 24-hour time format
- Only one column for every category and priority of task (may be beneficial to have them separated)
- Can only sort by priority and category, not filter
- No calendar view (to show tasks on the date they're due)
- Cannot sort list by date/time
- No reminders of upcoming tasks (e.g. 'due this week')
- No way to create custom categories/priority levels
- Cannot export list
- Cannot import list
- Do we want to make a local/offline version of this? (may still be run through browser, just without internet)

Usability issues with the existing application:
- Keyboard focus is not visible
- Links (Upcoming Tasks, Friends) lead to error page
- Some pages cannot navigate back to home page via links (only browser's 'back' arrow)
- UI font is inconsistent
- Box remains consistent size, adds scroll inside to go through all list items (instead of being able to scroll page)

Performance issues with the existing application:
- None found (yet)

- o Based on group conversation (**Jeremy, Emily, Ben, Sara, and I**) and exploration of the chosen application:
    - ▪ I transferred improvement ideas from our brainstorming notes to the Application Proposal
    - ▪ I sorted the notes according to categories named in the Project Manual
    - ▪ I added additional improvement ideas
  - Finding source code copyright and meaning: **Ben** found it on the source code's repository, while I searched up the definition on Wikipedia.

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 decently well. I met with my group during lab times and stayed in touch between them so that we could coordinate when to meet to finish the work on time.