Individual Accountability Report (IAR) Template

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

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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: Final Project Demo & Project Documentation

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):

- Polishing a project in its final stage and giving a demo on complete feature work is standard in the workforce. It was a skill I developed during my internship, as I frequently demoed feature work for feedback and showed off my team's efforts.
- One of my tickets focused on an accessibility enhancement to a page, which I also learned from my work force as many companies are striving for WCAG 2.1 compliance. I acquired the skill set of building accessible websites through my work term, as well as through the web design course: CIS*1050.
- Having an overview of all of the accomplishments of the course, including reflecting on our strengths, weakness, and improvements as a group were similarly done in CIS*3760, where we also had sprint-like formats and reviewed our accomplishments. The success and changes brought upon from that course was knowledge that was transferred to CIS*4250. Learning how to critique and improve upon my workflow is a skill I learned from CIS*3760 and will continue to implement it in my career.

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

A good amount of experience with completing big feature work and demoing the finished result from work terms. Also I have reflected in sprint retrospectives before, so I had knowledge about post mortems.

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?

A KSA learning that I am constantly learning throughout these deliverables is feature design and user experience, as many of my ticket items in my workplace already have specified front-end requirements and a figma board of prototyped features. The tickets in the sprints are not regular dev tickets, as they include time spent on design, UX flow, and vigorous testing since there is no QA team. Learning how to design a feature in the most user-friendly way can be difficult and requires perspective from others to get right. The ticket in relation to this KSA was description fields and view incorporation.

Another KSA would be collaboration. I am constantly striving to improve collaboration and voice my opinion in a professional manner. Knowing how to deal with disagreements and being unafraid to bring up a point you disagree on is valuable in the workforce, since different perspectives are what make up a valuable team.

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

- As a developer, I built an optional description field to tasks where users can add notes to their to-do task. They are able to edit and view their task in the to-do manager page
- I also focused on fixing accessibility focus pathing in the board view page of our application, correcting navigation with keyboard tabbing
- Participated in the demo for the class, presenting in-line edits and noting contributions on the overall project
- Participated in sprint retro discussion and brainstormed accomplishments and improvements on a miro board.
- Contribution on thorough PR reviews and merging of code to main branch throughout the last sprint

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)?

I had a good amount of individual development tickets. I collaborated with Jen on the description field implementation, as I developed the addition of the field to the creation UI of our application. I also developed the design of viewing a description attached to the ticket, an information icon with a chevron that indicates whether the description is visible. Jen followed suit with adding the description fields in both the board and calendar pages, borrowing from my design and collaborating with placement.

When assigned to demo individual work, I collaborated with Jeremy to demo the inline editing feature we co-implemented in a past sprint, where we created a separate UI. Jeremy demoed the work with what we practiced.

When generating thoughts in the retrospective and post mortem subsequent to the sprint end, we all collaborated together to come up with each other's accomplishments and what we would like to reflect and improve upon. We also all collaborated on the post mortem document, with Jen, Ben, and Jeremy meeting up in person, and myself and Sara contributing online.

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 the last sprint, we had a reserved amount of tickets on adding new features because the focus was on clean up and finalization. I would say we had excellent time management in delivering new features, ensuring they were incorporated as soon as possible, and then focusing on clean up and fully testing our application nearing the end of the last sprint.

I would also say that the last sprint was the most difficult to manage time well due to many deadlines also being in the last week of class. The following, unfortunately, left myself and my team members juggling deadlines and big project deliveries. However, we still managed to complete all tickets that were prepared for the final sprint without issue, with none being abandoned.

Speaking for myself, I would say that I planned my work distribution throughout the sprint very well, since I had completed items in the first early half and the second half of the sprint. Overall, good time management on my end as well.

Individual Post-Mortem Questions

1. Overall Contributions to the CIS 4350 Team Project

My main overall contributions to the team project consisted mostly of feature and development work, since my assigned role was a developer. Majority of my contributions were the following.

- Implementing recurring tasks: Tasks that had a daily, weekly, or monthly recurrence would persist with a new date when you complete a current one. The user experience of the feature is especially noted by Jen, who uses the application on a common basis.
- Implementing description: To-do items have a description field users can add to, and I designed a clean way of viewing the description field attached to a task. Also implemented a way of editing the description.
- Collaborated with Jeremy to design and implement a fully new edit interface within the application, to allow in-line or item-attached editing. This is instead of using the same interface for adding tasks, which was messy.

The contribution that I think was the <u>most notable</u> was my code refactor ticket, at the very start of the project. The repository was very unorganized and unstructured, so there was quite a big effort on reorganizing the code base. I had to rewrite the entire code in object oriented with no prior knowledge of writing javascript in object-oriented format. So it was quite a challenge that myself and Ben took on, and I would say that I worked extremely hard to understand the in-depth code and rewrite it in a short time period.

A contribution that could have been improved was the edit in-line ticket I collaborated on with Jeremy. Jeremy and I went into the assigned ticket with different ideas of what we were implementing, and spent a long time trying to decide on a compromise. Not only do I wish I had voiced my thoughts on the ticket prior, but I also wanted to be a better parallel programming partner.

2. Technical Skills

My most notable technical skill development was:

- I learned to code in an object-oriented paradigm specifically for javascript which I had never done before. Both of my javascript knowledge and my object oriented principles improved significantly through implementation.
- Refreshing and expanding on my CSS knowledge, which I knew at a lower level before the course. Learned a lot from my peers and assigned tickets.
- My technical skill on designing new features with user experience and interface in mind was something I hadn't done before, so it was a learned skill that I improved throughout the project.
- PR reviews and debugging were skills I knew from prior courses and work terms, but I strengthened my knowledge because of working with the tools on a consistent basis.

At the start of the project, I feel like I was rusty with many coding principles due to a lack of programming courses in my last semester. In terms of technical skills, I felt that I could rely on skills I had learned from past work terms/courses and complete tickets very competently.

Towards the end of the course, I could see differences in terms of my efficiency, my testing diligence, and my confidence in taking on tickets. I definitely improved in development efficiency and understanding of the code base. I also improved with collaboration and reflection of work processes in a team environment.

3. Resource and Project Management

My contribution as a team member of group 5 consisted of a support and development role. During group discussions on certain items' implementation, weights, design, or difficulty, I would contribute to commentary even when the group was leaning in a direction I was not in agreement with. I felt that I voiced opinions about certain items resulting in agreeing opinions with team members, and they seemed happy with a sometimes differing voice that added diversity to the conversation. It ended up preventing over assigning weights or ensuring the difficulty for the sprint was balanced, which was important for project planning and coordination.

I felt that we all did our job with team written deliverables as a group. Our wiki was filled with great testing documentation that each of us ensured to write after feature completion to document our QA efforts. Written deliverables such as the Initial System Design were diligently completed and organized by the group. For team presentations and demos, I did not highly participate as our Product Owner and Agile Coach had more ownership of the presentations. As a team member, I would help out where I could, and believe I contributed where I felt strongest.