

**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 3

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):

- Team management (this course, previous Seng courses with group projects)
- Backlog refinement (this course)
- CSS (this course, previous coop)
- Some HTML, JS (this course, previous coop)

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

I feel I have some level of expertise in HTML, JS, and CSS, though I have learned some new features of CSS (namely, variables for values) through this project. Backlog refinement is still challenging, as our direction and choice of work is primarily based on what the group agrees on, which doesn't always happen, so I've had to learn when to pause conversations to think, return to later, or seek some compromise (which may count as part of team management).

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?

- Team management: I'm likely still in need of learning and improving. I feel my awareness of shortcomings and critiques from peer feedback has helped me pull back and seek compromise more willingly.
- Backlog refinement: Finding the time to work on it and get team input on estimates is a bit of a challenge, but hopefully is still proceeding somewhat smoothly. Improvements could probably

be made by ensuring ideas are more thoroughly thought out and/or bringing on other team members to help refine tickets that they are more familiar with or invested in handling.

- CSS, HTML, JS: As mentioned, I feel I have some level of expertise at this point. Continuing to use these languages is likely the primary way to improve at this point in time.

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

- Backlog refinement
  - Adding details and child tasks to issues
  - Splitting tickets deemed too large (minimise risk of tedious merging process) or “multi-purposed” (two distinct elements that can be divided into smaller segments)
- Reviewing merge requests
- Sprint planning, updating Sprint 3 wiki whenever relevant
- Refactoring CSS across the application
- Displaying tasks without a due date below the calendar (in Calendar View)

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)?

- CSS Refactoring: **Ben** created the initial general file and consolidated duplicate/redundant CSS. My part was in improving how the CSS was written so that later additions/modifications would hopefully be simpler than before.
- Backlog Refinement: During our in-person meeting times, I would bring up a few tickets to consult with the **whole team** about what the tickets’ estimates should be. Sometimes this would lead to bringing a ticket back to the “drawing board” after some discussion where the team didn’t agree on its purpose, or considered it too large to be a single issue.

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).

While we completed our work in good time and at a decent pace, I have felt like my ability to balance my courses has become more of a challenge, as a majority of them are group projects with vague deadlines. This sprint also challenged me in that I may not have recorded some of the time I spent on backlog refinement and collaborative work, so I do not know if I contributed what I should have (whether I went under or over the expected amount of work).