

Individual Accountability Report (IAR)

Q1. Student Name: Habiba Mostafa

Q2. Student ID: 1070307

Q3. Associated Team Deliverable: Sprint 1

Q4. Section#, Team #: 2, 5

Q5. What were the main technical or methodological concepts and/or skills that were required to complete this team deliverable? (bulleted list is preferred):

- Task Allocation, Breakdown and Documentation
- User story completion
- Gitlab Version Control
- Team communication and time management
- Java and Android Studio Onboarding

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

I haven't used GitLab before as a project management tool within an agile workflow, so I have been learning its various features, especially as the scrum master on the team. From Wiki documentation and backlog refinement to updating Burndown charts and assigning tasks. Hence, I've been learning this skill along with project management and time management.

Q7. Comment on your individual academic, methodological, or technical learning during this deliverable, and what additional learning may be needed to understand or be more competent with these topics in the future?

I learnt more about technical documentation, project management and accommodating team members. This gave me more exposure to how to better manage a team and allocate tasks. I plan on learning more about merging branches in GitLab as we had some merge conflict issues and how to better manage and maintain code integration, to avoid such problems in future sprints.

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

- **Project Management** – documented the Gitlab wiki, led scrum meetings, followed up with team members to check in if help is needed, added subtasks to this sprint's user story, led sprint planning and sprint retrospective to reflect on strengths and weaknesses.

- **Technical** – designed a prototype for the app’s calendar weekly and monthly view, reviewed some of the code developed by the Sanjee and Miles to confirm the definition of done has been met.

Q9. With whom did you collaborate for any of the above contributions (be specific)?

As the scrum master on the team, I have been collaborating with all team members to manage and help with user stories. I worked with Alex on Wiki documentation, Jason on design and prototyping using Figma and followed up with Miles and Sanjee on their code submissions.

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).

Overall time management was well given reading week and the nature of this sprint as a short one. However, I should have worked with my team towards setting more accurate time estimates per user story, and an accurate overall team velocity to ensure all team members can finish their work a day or 2 prior to the demo date to ensure smooth merging of the code and a well-practiced demo.