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

Q1. Student Name: Melissa Chinnick

Q2. Student ID: 1009647

Q3. Associated Team Deliverable: Application Proposal – Team Contract

Q4. Team #: Section 1 Group 4

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 contract creating – experience of working with groups in previous Software Design courses and how we communicated and coordinated for the projects

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

I have had a medium level of experience with putting together a team contract outlining expectations around responsibilities and communications. The team contracts created in previous software design courses focused a bit more on how our team planned to communicate and how we planned to decide when to meet.

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?

To better understand how the scrum/agile roles work in detail I think more experience using scrum methods on a longer, more consistent, term basis would help.

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

I assisted in writing up the team contract and the application proposal. I specifically worked on the Project Communications, Coordination and Tools section as well as the Originating Source and Copyright/License section individually. I provided some wording and content assistance, while in person and on a voice call, for deciding how we will assign and handle roles and responsibilities. I also created the GitLab repository and set up some functionality, such as merge request rules and milestone groups, to speed up the process for future deliverables and sprints.

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)?

Other than the general discussions during team meetings, I specifically collaborated with Matthew about the team contract wording and descriptions of roles and responsibilities.

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 think I did an okay job managing my time. Outside of lab times I spent some time looking at possible open-source projects and if they could work for the course. Most of the work on the deliverable was done during the lab times or over a Discord call as a group.