# Individual Accountability Report (IAR)

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: Tony Ngo

Q2. Student ID: 1142414

Q3. Associated Team Deliverable: Application Proposal and Team Contract

Q4. Section #2, Team #: 8

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):

- Communication skills to vocalize ideas
- Organization & coordination to meet as a group and also to create a list of open source project ideas
- Writing skills for application proposal and team contract
- Ability to analyze different open source projects and to pick a project that is within our scope and interest
- Decision making skills to decide on the open source project

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

- Previous courses with group work over the past 4 years, both in my Business minor and Software Engineering major
- Experienced in these skills through previous school individual and group projects, and also through 2 years of co-op work experience.

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?

In this deliverable, I learned most about criteria building and how to better analyze projects. As everyone had different preferences and ideas for the project, I created a set of criteria that would help us during the decision making process. Additional learning can be done on how to better solve problems in group work, how to better accommodate people's input and how to better compromise.

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

For this team deliverable, I contributed to the search for potential projects and helped to build the list of functionalities that were added to our proposal. I also contributed to the decision making process for what open source project we pursued. Lastly, I contributed by writing parts of the contract and proposal.

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)?

Andrew, Anthony, Rashi and I collaborated together to search for potential project ideas and also to search for potential feature requests from the project repository that would be worth adding to our proposal. I collaborated with Jake to help work on the team contract and application proposal.

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 managed my time well for this deliverable. I found potential projects quickly and coordinated a time to meet and decide what project to work on. This is reflected in the time that we posted on the course discussion board for our proposed application (January 9th).