

# Team Management

## Roles and Responsibilities

Name	Role	Responsibilities
<a href="#">Lei CHEN</a>	Product Owner	Defines the features of the product and is responsible for the benefits of the product
<a href="#">Kaixuan Guo</a>	Quality Assurance	Ensures the quality of the system meet the criterion
<a href="#">Sufan Xia</a>	Development Environment Lead	Makes team members gain the shared development environment
<a href="#">Yi Gao</a>	Scrum Master	Represents management to the project

## Collaboration and Communication Tools

Collaboration

- Confluence - [SWEN90009](#)

Team communication tools:

- Slack - [Slack Channel](#)
- Zoom - for meeting
- Wechat / Phone/ SMS

Other tools working for the project:

1. Share Files
  - Google Doc / Wechat / Github
2. Modelling
  - Motivational Modelling - for do/be/feel(tm) lists and goal models
  - [Draw.io](https://www.draw.io/) (<https://www.draw.io/>)
3. Personas
4. Paper Prototype
5. Digital Prototype

## Communication Protocols

- Check Slack reasonably regularly, as this is the main communication method. Enable notifications at least for tagged mentions.
- When formally emailing the supervisor, client, lecturer or other parties on behalf of the team:
  - Consider checking first with the rest of team to ensure agreement, ensure all other queries are included, and avoid duplicate emails
  - Consider including all members of the team

## Meetings

1. Regular Client meetings:
  - a. Before each deliverable, Zoom Meeting
  - b. Any other day if needed
  - c. Preparation for team meetings: Confluence page with agenda pre-filled as a minimum preparation
  - d. One person to be take minutes; role can rotate every meeting
2. Supervisor meetings
  - a. Thursday 6:300 PM - 7:00 PM, Zoom meeting
  - b. Preparation for the Supervisor meeting: page with agenda and a list of prepared questions. Email a copy of the agenda a day before the meeting to the supervisor and team members.
  - c. One person to chair the meeting and one person to take minutes; roles to rotate at every meeting.
3. Team meetings
  - a. Whenever necessary and all the team members have time