Agreed Roles & Responsibilities

Appendix A

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Responsibilities |  | Team Members |  |  |  |
|  |  | Callum | Daniel | Jay | Laura |
| Communication | Set up meetings | x |  |  |  |
|  | Take notes and submit to repo |  |  |  | x |
|  | Track objectives |  | x |  |  |
|  | Track time |  |  | x |  |
| Project Initiation | Record items in backlog |  |  | x |  |
|  | Verify all work items allocated |  |  |  | x |
|  | Communicate with project owner | x |  |  |  |
|  | Check sprint plan coherent and sensible |  | x |  |  |
| Sprints | Ensure review carried out |  |  | x |  |
|  | Allocate code review pairings |  |  |  | x |
|  | Ensure quality of release |  | x |  |  |
|  | Validate tests for release to ensure their quality | x |  |  |  |
| Project Closure | Ensure meeting takes place |  |  | x |  |
|  | Ensure project review carried out | x |  |  |  |
|  | Ensure submission of documentation for project review |  | x |  |  |
|  | Plan for presentation created and communicated to team |  |  |  | x |