**Project Roles and Responsibilities**

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| **Project Name** | **Meeting Application** |  |
| **Name** | **Role** | **Responsibilities** |
| Bryden | Honorary Project manager, Scrum master (Developer) | Leader of the scrum/ development team  Ensures project understanding  Directs team priority  Manages deadlines  Manages the Project Board  Maintains relations and is the main contact to the product owner / project sponsor  Ensures the stakeholder management plan is followed  Ensures all tasks requirements are met  Maintains responsibilities as a developer |
| Hayden | Project team member (Developer/programmer) | Keeps the Project manager up to date on task progress  Contacts project manager and product owner before making a major product design change  Assists the Projects Manager with their responsibilities  Follows stakeholder management plan |
| Druv | Project team member (Developer/programmer) | Keeps the Project manager up to date on task progress  Contacts project manager and product owner before making a major product design change  Assists the Projects Manager with their responsibilities  Follows stakeholder management plan |
| Ziwen | Project team member (Developer/programmer) | Keeps the Project manager up to date on task progress  Contacts project manager and product owner before making a major product design change  Assists the Projects Manager with their responsibilities  Follows stakeholder management plan |