

**COSC 499
Capstone Project**

**Glohaven Emergency Management Solutions
Group A**

**Gabriel McLachlan
Tanner Wright
Andrew Dunn
Michael Vallido**

TEAM ROLES: CLIENT LIAISON - Gabriel McLachlan – preissly23@gmail.com

Your job is to manage all the communication with the client. You will be the expert on the product and the client's needs. You will help clarify project requirements. If you are unsure / unclear about what the client would want, you should communicate with the client until you become sure.

Some responsibilities:

- Setup weekly meetings with clients alongside other liaisons
- Taking notes on what was said throughout the meeting
- Introduce your team in the first meeting with client
- Submit weekly report meeting with client

TEAM ROLES: TECHNICAL LEADER/DevOps - Andrew - andrew.dunn213@gmail.com

Your job is to make sure that the technical requirements are being met.

You are also responsible for ensuring that defined tests are executed, including executing any manual tests or setting up CI to execute automated tests.

Some responsibilities:

- Setup the Git repository with the correct settings for pull requests, code reviews, Etc
- Integration help with merging PRs, if required
- unit testing for your project

TEAM ROLES: QA LEADER - Tanner Wright - Tjwright1228@gmail.com

Your job is to define quality standards which your project must meet. You will help to identify areas which need to be better tested, brainstorm ways to test, and help to refine documentation through review.

Some responsibilities:

- Ensuring the acceptance criteria of the user stories
- Ensuring the validation techniques of the user stories
- Ensuring that any required documentation is completed

TEAM ROLES: PROJECT/SCRUM MANAGER - Michael - vallido.michael@gmail.com

Your job is to make sure that the project is on track and that the process is being followed by everybody. You should make sure that the participants have a voice.

Some responsibilities:

- Set up weekly meetings with your team
- Submit weekly team's report
- Planning the project
- Solving conflicts

Availability:

9:30am Tuesdays, Inperson, Meeting Rooms in Commons Building

Individual Availability

Michael - Mon, Wed, Fri: 11:00-12:30 and after 3:30. Tues, Thurs: anytime except 11:00-12:30

Gabriel - {Mon All day}, {Tues anything but 200-330}, {Thurs before 2}

Tanner - Mon: all day except (11-12:30 & 3:30-5) Tue: anytime except 11-2, thursday anytime except 11-2, friday 8-9:30

Andrew - free Monday 12-2, Tues/thurs before 3:30, Wed/Fri after 11

Working Agreement Charter

- Be on time - if you're running late, mention it in the discord, bring topics to discuss.
- Be respectful
- No cussing
- All changes to the Sprint / Backlog must be approved by the Team
- Support each other
- The entire team must come to a unanimous decision to make any future changes
- If behind schedule, remove lowest priority work items first
- If ahead of schedule, add work items from the backlog by priority
- Lead by example.
- Gabe will take notes during all meetings and email/upload them to the team within 1 day.