**Roles and Responsibilities**

1. **Identify Roles**

Process: Scrum

**Roles:** **- Every 1/2weeks**

* Product owner - Carl
* Scrum master - Cecilie
* Meeting supervisor - Victoria
* Virtual use manager - Peter
* Development team - All of us

1. **How do you want to implement the roles?**

We wish to evaluate how each team member is feeling about their given role throughout the process. Every 1 or 2 weeks we may switch to let all members experience being the product owner or scrum master, meeting supervisor or virtual use manager. However, we may deem it so some roles will be fixed if we are all in agreement.

1. **Specify Responsibilities**

Responsibilities:

* Product owner: Has clear idea about wanted direction / requirements that they can communicate to the Scrum team.
* Scrum master: In charge of leading the process by arranging meetings and facilitate the agenda at the meetings.
* Meeting supervisor: Note-taking + maintain contact with the TA.
* Virtual use manager: Maintenance of the structure of the shared files. In charge of backup as well.
* Development team: Act as developers. All developers update project scheduling instrument/Trello board.