IT University of Copenhagen **Date:** September 24th  
**Course:** Software Engineering **Supervisor:** Renata  
**Group:** 16 **Version:** 2  
**Document nr:** 5 **Tollgate:** 1  
**Responsible:** Cecilie **Status:** Ready for TG1

Portfolio document 5

Roles and responsibilities

A person and person sitting on a circular object

Description automatically generated

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| Version | Change | Author | Date |
| 0 | Initial document creation and role specification | Carl, Luca | 8.09 |
| 1 | Added Changelog | Peter | 22.09 |
| 2 | Added description of roles and expanded on our implementation | Carl | 28.09 |
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**The roles of Scrum**

As we are using the agile development method Scrum, we shall now define the roles that this process model introduces:

**Scrum Master:**

The Scrum Master is responsible for making sure that the Scrum process is followed. They’re tasked with guiding the team in how to most effectively use Scrum, ensuring that the goals of the team are not diverted by outside interference. They adhere to Scrum principles and practices, and they are responsible for facilitating Scrum events, like Sprint Planning, Daily Scrum, Sprint Review, etc. The Scrum Master him/herself is not to be confused with a project manager, but some may find it more difficult to see the difference between the two roles.

**Product Owner:**

The Product Owner represents the voice of the customer and may be a customer, a product manager in a software company, or other stakeholder representative. They are tasked with identifying product features or requirements, and they make decisions about what features should be developed and in what order, based on business value and customer needs.

**Development Team:**

The Development Team is a self-organizing, cross-functional group responsible for developing the software and other essential project documents. They collaborate closely, communicate daily, and continuously improve their processes to maximize productivity and quality.

**Implementing 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.

**- Every 1/2weeks**

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

**Specifying Responsibilities for our project**

Product owner:

* Has clear idea about wanted direction / requirements that they can communicate to the Scrum team. The product owner is also responsible for gathering the opinions of the development team (since the developers also have an influence on the course of the project for our case).

Scrum master:

* In charge of leading the process by arranging meetings and facilitate the agenda at the meetings. Keeps on top of the current and future distribution of work using the team’s Trello board.

Meeting supervisor:

* Note-taking during supervisions and maintains contact with the supervisor should we have any questions or receive any feedback.

Virtual use manager:

* Maintenance of the structure of the shared files on Teams. In charge of setting up our GitHub repository and backing up our Teams channel as well.

Development team:

* Act as developers and must operate as a cross-functional group capable of self-organising their work.

**Resources:**

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