



Software Design

Progress Report No. 3

Identifying Roles

Submitted by:

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I. Objectives

1. To identify the roles and responsibilities of each member to ensure an organized task distribution
2. To establish a structured workflow that supports efficient planning, development throughout the project life cycle.
3. To identify the skills required for each role to guarantee that tasks are assigned based on capability and expertise.
4. To promote effective teamwork and communication by setting clear expectations for collaboration and task coordination.

II. Methods

1. Role Identification and Assignment
2. Review of Role Responsibilities
3. Collaborative Project Development Process

III. Results

PLANNING		
NAME	ROLE	RESPONSIBILITY
Rhovic Gabijan	Project manager/ asst. Programmer	He will be the one responsible for delegating tasks and the one who will talk with the clients.
Jerkielle Balana	Data analyst/ asst. Project manager	He supports the Project Manager in tracking deliverables and deadlines. He analyzes the business requirements (pricing, room availability logic) and ensures the team adheres to the project roadmap.
Judge Wayne Balaoro	Data analyst	He is responsible for gathering and organizing the necessary content data (room descriptions, amenities, and pricing). He also analyzes the system flow to ensure the user experience data is logical and intuitive.
Steven Jade Barbas	Programmer/ Front End	He focuses on the technical implementation of the User Interface (UI). He is responsible for translating the wireframes and designs into actual code (HTML/CSS) to create the visual

		frontend of the website.
Lei Andrew Dispo	Data analyst	He analyzes the database requirements for the system. He is responsible for structuring how guest information and reservation records will be stored and verifying that the system inputs match the data requirements.
Mark Danielle Laput	Programmer/ Back End	He is responsible for the functional logic of the website, specifically the booking engine and form processing. He also collaborates on ensuring the website is responsive and compatible across different devices.

The meeting successfully achieved a well-organized structure by clearly assigning roles and responsibilities to each member. Through careful planning of tasks and required skills, the team was able to work more efficiently and maintain a smooth workflow throughout the project. Each member understood their specific functions, which strengthened coordination and minimized confusion during development. This clarity also helped improve communication, as everyone knew who was responsible for different aspects of the work. As a result, the project progressed in a more systematic manner, allowing the team to address challenges effectively and maintain focus on the overall objectives.

IV. Conclusion

The Collaboration with my team is kind of fun when you plan how your work would work out, this progress is sailing smoothly because we know what are our strengths and weaknesses and that we are able to process our designated roles.

References

- [1] Co Arthur O.. “University of Caloocan City Computer Engineering Department Honor Code,” UCC-CpE Departmental Policies, 2020.