# Application/Project Name (e.g. Biscuit Finder)

Description of the application/project

Purpose of the project, objective and goals

Scope of the project

## Roles and Responsibilities

What is the role of each member (can refer to Brightspace for suggested roles)

What are the responsibilities of that role

Scope of the role

## Project Plan

Weekly plan for the project

Structure of the project

Tasks lists and deadlines

Design details

Functional & non-functional requirements

Test Strategy

Test Logs

## Meeting details

Detailed action minutes

Timeline