# Roles and Responsibilities

## Project Manager – Ruben

Responsible for ensuring all team members understand their tasks, responsibilities, roles, and the project itself. The manager is responsible for overseeing the projects progression. Ensures that members meet deadlines and provides support and motivation for other members. He was chosen for this role due to his responsibility, his ability as an explainer, and due to his orderly nature.

## Writer – Ruben

Ruben was chosen as the writer due to strengths with academic writing/writing abilities in general. The writer is responsible for making sure all written documents are formatted correctly, presentable and up to standards.

## Administrator – Sandra

Responsible for organising meetings and set agendas through e-mails. They also ensure that the shared folder is tidy and well put together. Responsible for logging minutes/action minutes. Sandra was chosen for this role due to her previous experience in this style of work, and because of her strengths as an Organiser specifically, as well as because she is responsible.

## Developer – Ivan

Responsible for ensuring source codes are functional and meet coding standards. This is quite a tricky role, which Ivan received due to his strengths when it comes to detail and doing things in an orderly fashion.

## Tester – Ivan

Responsible for making sure tests are executed throughout the development of the project, and additionally responsible for ensuring test logs are documented and formatted appropriately. Ivan was chosen for this role similarly because of his abilities in the developer role, the two go quite hand-in-hand, so he is well suited.

## Server Administrator – Fer

Responsible for managing the shared server space in WAMP. Also responsible for managing Databases inside the server. As a hard worker, Fer is suited to this role. His curiosity also helps in that he will seek out potentially different methods of dealing with issues or discovering new ways of doing things.