**Project Management Responsibilities**

1. Creates agendas for all meetings: **Sharon**

a. No meetings w/o written agenda

b. Agenda must be sent to the team’s faculty advisor 12 hours in advance

2. Tracks action items for each team member: **Tishyaa**

a. Before meeting ends, all team members must have at least one clear action item for

next meeting (note: all action items are due at the next meeting even if the person responsible is out of town, at an interview, etc.)

b. Sends out list of action items with meeting minutes

c. Sends reminders / checks in with team members regarding progress prior to meetings

d. Reviews action items at the beginning of each meeting e. Identifies gaps in delivery of previous action items and works with team member to rectify gaps during each meeting

3. Compiles weekly sprint reports and submits to Canvas **Helen**

4. Additional responsibilities as the team decides

a. Make sure Marielle knows the action items so that if they want they can add it to their Notion. **Tishyaa**

**Client Relationship Management Responsibilities**

1. Schedules weekly meetings with client (and renegotiates when necessary): **Sharon**

2. Sends agendas 1 hour before meetings: **Sharon**

3. Sends updates 5 hours after meetings **Tishyaa**

4. Coordinates logistics of and implements client formative evaluations **Helen**

**Quality Assurance (QA) Responsibilities - We are not planning on coding for the scope of this project - thus, our QA responsibilities will be directly related to design.**

1. Establishes clear, concise *design* standards that the *design* needs to adhere to **Tishyaa**

2. Maintains responsibility for master design repository **Sharon**

a. All versions must be reviewed by the QA before sharing to client

b. All designs and marketing plans must be reviewed by QA within 24 hours

c. Any not-accepted designs and marketing plans must be corrected by submitter in timely fashion

d. Any accepted designs and marketing plans that are later shown to be flawed or broken is the QA’s responsibility to correct

**Client Transition Responsibilities**

1. Coordinates scheduling capacity-building time with client (and additional staff if applicable) **Helen**

2. Plans and works with the client to ensure the sustainability of the project (e.g. hosting and deployment plans, licensing or deployment costs, etc.) **Tishyaa**

3. Coordinates the deployment and/or transition of the solution to the client (e.g. hosting, technical support, backing-up critical data, updating software, software handover to existing external consultants if they have them) **Sharon**