**Responsibility Checklist**

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| --- | --- |
| Submitted By: Group 5 | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of the**  **deliverable** | **Team member name responsible**  **for completing** | **Actual Time (in Hours) spent by Team Member** | **Reviewed by** | **Actual Time spent  in review by project leader/team member** | | Weighted scoring model. | Andrew Dinsmore | 1 | Entire Team | 10min | | Business case | Andrew Dinsmore | 2 | Entire Team | 10min | | Project charter. | Andrew Dinsmore | 1 | Entire Team | 10min | | Meeting Minutes | Duke/Harvir | .5 | Entire Team | 5min | | Power Point Slide Deck for Team Presentation | Duke | 1.5 | Entire Team |  | |  |