*Initial Report - Writing Plan*

Reporting, timetabling, and managing Trello cards are a shared task among the team, but certain reporting components will be weighted toward the role that’s aligned with each team member’s responsibility.

The Project Manager and the Product Owner uphold the vision and steer the project on-course by managing workflow and business requirements, this is reflected by establishing the project goals, aims, scope and risks. Additionally, they will take control of design and review development testing and incorporate the feedback into the application and final report.

The Software Engineers play a pivotal role communicating their developments to the team by recording technology insights and roadblocks they encounter throughout the project. During the testing phase of the project the development team must collaborate with the management team to create user-friendly test cases that are translatable and accessible to a non-tech audience.