Team Member Roles

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# Meeting Chair (Rotating)

## Responsibilities

* Ensuring the next meeting is going to happen smoothly
  + Are the minutes ready?
    - Create a copy of **\_CATME-Team-Agenda-Minutes-Combination.docx**
    - Fill out the green section of the document BEFORE the meeting starts
  + Do we have an agenda?
  + Do we know who is taking the minutes?
* Assign the next meeting date and time
* Assigning the next meeting’s Chair and Minutes

## Supporting Documents

### Team Agenda Minutes Combination

Location of document: Teams/Minutes/**\_CATME-Team-Agenda-Minutes-Combination.docx**

# Meeting Minutes (Rotating)

## Responsibilities

1. Keeping the minutes while the meeting is happening
2. Clarify anything you are unsure of while taking minutes
3. Stop the group from progressing if you are behind

## Supporting Documents

### Team Agenda Minutes Combination

Location of document: Teams/Minutes/**\_CATME-Team-Agenda-Minutes-Combination.docx**

# Team Manager – Shaun

## Responsibilities

* Oversee and support all other roles
  + Everybody understands their role clearly, and knows what they need to do to progress in their role
  + Weekly check-in on everyone, see how they’re doing
  + Available for support in understanding role and responsibilities
* Communications with the unit coordinator? (anyone can obviously do this, but I can be a gateway for non-personal queries)
* Create a schedule, keep it up to date
* Monitoring the schedule, progress, and look-aheads
* Every meeting should have a look-ahead, where we compare our current progress with our schedule
* Each meeting you update the team on where we are in the schedule, what we might need to change to meet our schedule

## Supporting Documents

### Team Member Roles

This document

### Project Schedule Gantt Chart

Location of document: Teams/Schedule/Gantt Chart.xlsx

A timetable to organize tasks, resources and due dates in an ideal sequence so that a project can be completed on time

### Look-Aheads

Are included on the Gantt Chart.

Look-ahead planning is vital to keeping a project running smoothly and on schedule. Typically looking forwards three to six weeks.

Client liaison manager / project administrator – Aarti

Responsible for communication and records between us and the client(s).

Things to note: Respect the client’s time, expect change

## Responsibilities

* Responsible for tracking queries in the “Technical Query Register”, putting them in a table (see below)
  + Do not allow queries to get lost and forgotten. All queries are closed
* Queries to track include:
  + To the client
  + To the unit co-ordinator
  + Others
* “Project assumptions” are recorded (usually these are made under time constraint)

## Supporting Documents

### Technical Query Register

Location of document: Teams/Technical Query Register.docx

*(look at the Correspondence Template in /Useful PM Documents)*

Purpose of this document is to make sure no queries to and from stakeholders are not lost or forgotten.

### Project Assumptions

Location of document: **{ TO COMPLETE }**

The purpose of this document is to detail any project assumptions we make, which is usually made when there is a time constraint.

# Project configuration manager – Biying

## Responsibilities

* Managing file-naming, saving, version control
* Updating the Conventions document
  + Making sure we are storing our files in an agreed way, in the agreed place, saving them with the agreed naming structure, using an effective version control system
* Updating the Minutes template
* Setting up the new minutes document before each meeting (copy paste the template, fill out the details)

## Supporting Documents

### Minutes Template

Location of document: **{ TO COMPLETE }** *- please consider using the CAT documents*

The purpose of this document is to ensure all minutes follow the same format.

### Conventions Document

Location of document: **{ TO COMPLETE }**

The purpose of this document is to ensure the team knows where to store files, how they should be named

# Project controller – Ollie

## Responsibilities

* Lead programmer
  + 1 on 1 time with team members, helping understand the languages we’re using
* Dividing up appropriate stories to team members

## Supporting Documents

### Story board

Location of document: **Teams/Story Board.xlsx**

# Quality assurance manager – Xiaohan

## Responsibilities

* Continuously reference ANY documents that refer to how we are graded (marking criteria, project outlines, etc)
* Guide yourself by asking: Are we meeting our agreed level of quality? Is this document worthy of HD? Why not? Who is responsible for this document?
* Make sure our outputs meet the assessment requirements

## Supporting Documents

### Roles for the CITS5206 Projects

Location of document: <https://teaching.csse.uwa.edu.au/units/CITS5206/cits5206roles.html>

Take note of these points from the site above

* Complete an **Individual and Group Reflection for each Deliverable**, reflecting on the Project from the Team's point of view.
* Take it in turns to **arrange and chair Team meetings** and **create sets of minutes** summarising the meetings. **All minutes** should be shared with your Team, the Client and the Unit coordinator on your project github area.

### Deliverables

Location of document: <https://teaching.csse.uwa.edu.au/units/CITS5206/cits5206projectdeliverables2021.html>

In each of the following links, look at the ‘Marking Criteria’. These are extremely important for us to understand to get a HD

* [Deliverable 1](https://teaching.csse.uwa.edu.au/units/CITS5206/cits5206deliverable1.html)
* [Deliverable 2](https://teaching.csse.uwa.edu.au/units/CITS5206/cits5206deliverable2.html)
* [Deliverable 3](https://teaching.csse.uwa.edu.au/units/CITS5206/cits5206deliverable3.html)

# Scrum Master – Kebing

## Responsibilities

<https://www.atlassian.com/agile/scrum/roles>

Helps the team work effectively together. Heavy emphasis on coaching, teaching, and facilitation.

* Oversee and update the Story Board
  + Ensure the scrum is being done well
  + Manage the backlog
  + Break down the stories into the smallest possible stories, with clear outcomes making it easy for the members to complete the tasks

## Supporting Documents

### Story board

Location of document: **Teams/Story Board.xlsx**