💧 Group Roles

Project Leader 🔗

- Make sure the project stays on track and everyone is doing their part.
- Step in if someone has too much work or isn't keeping up.
- Check that everything is complete and ready to submit.
- Main point of communication with instructors, clients, or anyone outside the team.
- Set deadlines for milestones and ensure they are met.
- Do a final review to make sure the documents and code are correct.

Task Manager 🔗

When not in sprints:

- Assign and track individual tasks in Jira: Animal Vision AI - Backlog - Jira.
- Work out which tasks depend on others and need to be done first.
- Ensure even workload distribution - adjust if needed.
- Set deadlines for tasks.
- Monitor task completion - chase uncompleted work.
- Ensure tasks match assessment requirements - cross-check templates, checklists & submission brief.

Technical Lead 🔗

- Ensure the project follows best coding practices.
- Final call for frameworks/tools we use.
- Enforce commenting and commit message guidelines.
- Ensure coding style consistency across the project.
- Remind developers to add or improve comments if needed.
- Assign particular technical tasks on Jira.

Portfolio 🔗

- Review portfolio tasks once completed for SPAG, completeness, and clarity.
- Ensure the portfolio includes all required content.
- Check assessment briefs/templates to confirm what's needed and add anything missing.
- Notify the team when it's ready for submission.
- Update user stories, diagrams, etc. as project progresses, assigning updates to the original contributor or doing them if needed.
- Keep everything in passive voice.
- Keep the table of contents accurate by maintaining proper header hierarchy.
  - How to refresh Google Docs table of contents = click it → click refresh button on left.