

**CSE 430**  
**Autumn 2013**  
**Team Organization Plan (due Friday, October 11, 2013)**

**Team:** Whiteboard Interviewer

**Project Manager**

☐ no project manager (not recommended)

☒ 1 person project manager, Daphna Khen

☐ multiple people fulfilling responsibilities (list names and who will be responsible for which subtasks if splitting role, or who will take on roles/subtasks during which phase if rotating through team members, etc.)

**Technical Lead**

☐ no technical lead (not recommended)

☒ 1 person technical lead, Tuan Vo

☐ multiple people serving as technical lead (list names and which subsystem or part(s) each person will be responsible for)

**Decision Making Process / Team Structure**

Briefly describe your team's decision-making process and the team structure:

Whole-group decisions: roundtable discussion until we reach agreement. Vote if agreement cannot be reached (simple majority).

We will split into 2-3 mini-groups based on architecture we decide on, and those teams will reach decisions in the same way.

## **Communication**

When and where will face-to-face meetings be held?

Whole group: tue/thur

Small groups: weekly as needed once project gets into full swing

How else will your team communicate important information with each other?

By email, Trello.com, and phone

## **Division of Labor**

List the people on your team, and briefly indicate their role(s), function(s), or specific task(s) they will be working on:

Tuan: top-level front end, canvas area

Yosan: creating passwords & tying them to URLs, emailing from site

Clara: video/text chat

Roy: text editor

Danny: UX designer

Daphna, Christopher TBD by need once requirements are clearer