**TEAM ROLES & RESPONSIBILITIES (CSC 190)**

**\*Primary roles are exchanged when the Project Lead position changes. See the Project Lead Document for the specified intervals.**

**Ashley Finger**

* *Primary*
  + MinutesMaker
  + Stenographer
* *Backup*
  + TaskMaster

**Bai Xiong**

* *Primary*
  + AgendaNinja
* *Backup*
  + Documentalist
  + Deliverables Printer
  + Liason

**Cody Lanier**

* *Primary*
  + Documentalist
  + Deliverables Printer
  + Liason
* *Backup*
  + DoubleU-BS-Crew

**Cody Prior**

* *Primary*
  + DoubleU-BS-Crew
* *Backup*
  + TimeCop

**Daniel Gallegos**

* *Primary*
  + TaskMaster
* *Backup*
  + Stenographer
  + Decision Tracker

**Michel Watson**

* *Primary*
  + TimeCop
  + Decision Tracker
* *Backup*
  + AgendaNinja

**Printer** - Print out deliverables

**Stenographer** - The project note taker

**TimeCop** - Data entry for official timecards and brings the hardcopy to class every Tuesday

**Liaison** - Responsible for all communication to client, so he is not bombarded by questions

**DecisionTracker** - keeps track and updates the decision matrix as necessary

**AgendaNinja** - Cleans up/archives old agendas and creates new ones from templates

**MinutesMaker** - Cleans up/archives old minutes and creates new ones from agendas

**DoubleU-BS-Crew** - Creates/Manages the WBS

**Documentalist** - creates new document templates, ensuring formatting/organization continuity

**TaskMaster** - creates the tasks for everyone in Producteev

**PARTNER LIST**

* Cody-Cody
* Ashley-Bai
* Michel-Daniel