# User sign-up feature update: workflow steps

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| Step | Task/Activity | Responsible Party | Communication/Artifacts | Comments |
| 1 | Receive feature request from product manager | Product manager | Email |  |
| 2 | Create project plan | Engineering lead | Word document, Email |  |
| 3 | Begin coding individually | Developers | Local files |  |
| 4 | Weekly status meetings | All team members | Meeting minutes, Email |  |
| 5 | Code integration | Developers | Shared repository |  |
| 6 | Testing | Assigned developer | Spreadsheet |  |
| 7 | Bug fixing | Developers | Email |  |
| 8 | Deployment | Engineering lead | Email |  |
| 9 | Documentation | Developer | Shared drive |  |

# Improvements and refinements