**5.1 Team Structure**

* Business / Customer
  + Professor Steiner
* Project Management Team
  + The Project Management team is responsible for:
    - Signing off on artifacts and code produced by the Development Team
    - Signing off on progress reports produced by the Team Lead
    - Assisting with reviewing project artifacts to ensure they meet sufficient quality
    - Providing recommendations and guidance with regard to all facets of the project
    - Presenting a finalized copy of the project materials at the end of each project phase to the Customer
  + Team Members:
    - Reggie Jirigesu
    - Wenhao Zhang
* Development Team
  + The Development Team is responsible for:
    - Producing the artifacts involved in the project
    - Writing the source code for the project
    - Communicating with the Project Management Team
    - Presenting a finalized copy of the project materials at the end of each project phase to the Project Management Team, and to the Customer
    - Providing an evaluation of other Developers, the Team Lead and the Project Management Team at the end of each project phase
  + Team Members:
    - Erik Johnson - Team Lead
      * The team lead is responsible for:
        + Coordinating the development team's tasks and meetings

Transcribing meeting minutes and providing them to the team for signoff

* + - * + Submitting a progress report to the customer and project managers by Monday end of day each week
        + Team and project manager signoff on artifacts
    - Durwin Johnson, Alex Pope, Cindy Samano - Developers
      * Each team member is responsible for:
        + Completing tasks assigned by team lead