5.1 Team Structure

* Business / Customer
* Development Team
  + Team Lead - Erik Johnson
    - 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 each week
      * Team and project manager signoff on artifacts
      * Providing a weekly evaluation of team members and project managers
  + Team Members - Durwin Johnson, Alex Pope, Cindy Samano
    - Each team member is responsible for:
      * Completing tasks assigned by team lead
      * Providing a weekly evaluation of other team members, team lead and project managers