

## 1) Roles & Responsibilities

Role	Main Responsibilities	Decision Authority
<b>Game Designer</b>	<ul style="list-style-type: none"><li>Define core gameplay mechanics</li><li>Create and update GDD</li><li>Balance gameplay &amp; player experience</li></ul>	Gameplay rules & mechanics
<b>Developer / Programmer</b>	<ul style="list-style-type: none"><li>Implement gameplay systems</li><li>Fix bugs &amp; optimize performance</li><li>Integrate assets into the engine</li></ul>	Technical implementation
<b>Artist</b>	<ul style="list-style-type: none"><li>Create 2D/3D assets &amp; UI</li><li>Maintain visual consistency</li><li>Optimize assets for performance</li></ul>	Visual style & assets
<b>Producer / Team Lead</b>	<ul style="list-style-type: none"><li>Task planning &amp; prioritization</li><li>Deadline tracking</li><li>Conflict resolution &amp; coordination</li></ul>	Schedule & scope decisions
<b>QA / Tester (if applicable)</b>	<ul style="list-style-type: none"><li>Playtest builds</li><li>Report bugs clearly</li><li>Verify fixes</li></ul>	Quality validation

## 2) Communication Channels

Channel	Purpose	Used By
<b>Team Chat (Discord / WhatsApp)</b>	Quick questions, urgent issues	Everyone
<b>Weekly Meeting (Voice/Video)</b>	Progress review, blockers, feedback	Everyone
<b>Task Board (Trello / Notion / Jira)</b>	Task ownership & status tracking	Everyone
<b>Shared Docs (Google Docs / Notion)</b>	GDD, decisions, meeting notes	Designer & Producer
<b>Email (Optional)</b>	Formal updates or external communication	Producer

## 3) Communication Plan

### Daily (10–15 minutes – async or sync)

- What did I work on yesterday?
- What am I working on today?
- Any blockers?

*(Posted in team chat or task board)*

### Weekly Meeting (30–45 minutes)

- Review completed tasks
- Identify risks & conflicts early
- Adjust scope if needed
- Give **constructive feedback** (what works / what doesn't / next step)

## 4) Conflict & Stress Management Rules

- Address issues **early**, not at deadline day
- Critique the **work**, not the person
- Producer mediates conflicts if needed
- If a task slips → **communicate immediately**