

1) Roles & Responsibilities

Role	Main Responsibilities	Decision Authority
Game Designer	• Define core gameplay mechanics • Create and update GDD • Balance gameplay & player experience	Gameplay rules & mechanics
Developer / Programmer	• Implement gameplay systems • Fix bugs & optimize performance • Integrate assets into the engine	Technical implementation
Artist	• Create 2D/3D assets & UI • Maintain visual consistency • Optimize assets for performance	Visual style & assets
Producer / Team Lead	• Task planning & prioritization • Deadline tracking • Conflict resolution & coordination	Schedule & scope decisions
QA / Tester <i>(if applicable)</i>	• Playtest builds • Report bugs clearly • Verify fixes	Quality validation

2) Communication Channels

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