Team Responsibilities v1

Notes

- As stages of the development process become clearer, we'll introduce and change responsibilities.
- Flexibility - team members have the freedom to get involved with certain tasks they're not assigned to if needs be. This will help to minimalize the risk when a team member becomes unavailable for whatever reason, preventing a delay in the development process.
- The responsibilities of each role in the table are only brief and are subject to change.
- This is not a final version.

Deliverable Element	Team Members	Responsibilities
Project Plan	TBD	Produce a PERT/GANTT chart
Meeting Minutes	Atiqul	Documenting everything discussed at meetings
Task Assignment	Ollie	Distributing tasks among team members
Risk Assessment	Robbie, Atiqul	Produce an analysis of risks & how to limit them
Requirements Documentation	TBD	Produce a user defined set of the requirements
High Level Modelling	TBD	Convert the requirements into a usable product
Low Level Modelling	TBD	Break the High Level Design down to the Micro level eg. create class diagrams
Documentation, Coding	Matt, Adam, Ollie	Write the software & produce electronic documentation
Testing	Matt, Ollie	Develop a test plan for the software and carry out unit testing/system level testing
Report	TBD	Produce a report including the success & failures of the project