

# Team Responsibilities

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