**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.

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| **Deliverable Element** | **Team Members** | **Responsibilities** |
| Project Plan | Ollie | Produce a PERT/GANTT chart |
| Meeting Minutes | Atiqul | 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, Atiqul | 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 |