Directions: As a team, review, discuss and assign responsibilities for your project. Next, identify a team member name for each numbered bullet below (type the assigned name next to the responsibility). Print one copy of the list and bring it to your next advisor breakout meeting for discussion.

***Note that names listed in the bold section headers represent that person's role for each number in that section.***

**Project Management Responsibilities** (**Shalini unless otherwise specified**)

1. Creates agendas for all meetings :

a. No meetings w/o written agenda

b. Agenda must be sent to the team’s faculty advisor 12 hours in advance (night before)

2. Tracks action items for each team member:

a. Before meeting ends, all team members must have at least one clear action item for next meeting (note: all action items are due at next meeting even if person responsible is out of town, at an interview, etc.)

b. Sends out list of action items with meeting minutes

c. Sends reminders / checks in with team members regarding progress prior to meetings d. Reviews action items at the beginning of each meeting

e. Identifies gaps in delivery of previous action items and works with team member to rectify gaps during each meeting

3. Compiles weekly sprint reports and submits to Canvas

4. Additional responsibilities as the team decides

a. Note taking (**Alternate**)

b. Keep track of deadlines - schedule team meetings as necessary

c. Update Kanban board for tasks (**ALL**)

**Client Relationship Management Responsibilities** (**Shalini**)

1. Schedules weekly meetings with client (and renegotiates when necessary)

2. Sends agendas 12 hours before meetings

3. Sends updates 3 hours after meetings

4. Coordinates logistics of and implements client formative evaluations

5. Additional responsibilities as the team decides

1. Handle all email communications
2. Act as main point of contact for client questions

**Quality Assurance (QA) Responsibilities** (**Max**)

1. Establishes clear, concise coding standards that code needs to adhere to

2. Maintains responsibility for master code repository

a. All pull requests must be tested by the QA before merging

b. All pull requests must be reviewed by QA within 24 hours

c. Any not-accepted pull requests must be corrected by submitter in timely fashion

d. Any accepted pull request that is later shown to be flawed or broken is the QA’s responsibility to correct

3. Additional responsibilities as the team decides

1. Debugging code
2. Initialize and monitor git repo
3. Reminders for pushing code
4. Documentation for code

**Client Transition Responsibilities** (**Blythe**)

1. Coordinates scheduling capacity-building time with client (and additional staff if applicable)

2. Plans and works with client to ensure the sustainability of the project (e.g. hosting and deployment plans, licensing or deployment costs, etc.)

3. Coordinates the deployment and/or transition of the solution to the client (e.g. hosting, technical support, backing-up critical data, updating software, software handover to existing external consultants if they have them)

4. Additional responsibilities as the team decides

1. Creating standard operating procedure for implemented solution
2. Researching solutions with steep learning curves
3. Understand and compare cost limitations of different solutions and proposing to client
4. Regularly ensuring solution is able to integrate back into their system