**Team Structure and Team Roles**

***Challenges in rapid software development***

One of the potential challenges we considered from early stages in the process was that of communication breakdown caused by lack of face to face collaboration and no ability of collocation- a topic addressed in the literature, and research on rapid software development (Teasley, S.D et al., 2002).  Teasley et al. (2002) show that collocated teams are also high performing ones. To address this challenge, our team have applied the following practices (*created a Notebook in team to allow for collaborative work; created a to do list to track progress; held regular meetings to check on task progression and next steps)*:

* Work was carried out independently, and logged in a central document, available to all team members;
* We tracked the project progress, and completion of distinct tasks using a To Do/ Doing/ Done Kanban approach (Kanban);
* We held regular team calls to check progress and schedule next steps;
* Once the product features were agreed by all members, the work was divided equally, with each of us assuming responsibility for drafting the requirements associated with the functionality we selected.

***A collaborative approach in delivering a Minimum Viable Product***

This first part of the assignment was characterised by a collaborative approach, with every team member contributing to creating and then agreeing on prioritised requirements, literature review on software development in general and rapid software development in particular.

To address next staged in the development process, team members will be assigned features as seen in the requirements section. This stage in the process will be based on understanding each team member's skills and ability to complete the development task. The team have decided to identify and describe all feature that will lead to a competitive product. The delivery approach was going to be completion of a minimum viable product (MVP), and additional features were going to be aligned to future releases. The MVP solution can be found in the Requirements Specification document where requirements have been prioritised for MVP and future releases functionality.

***Current roles and responsibilities***

We have employed an agile methodology approach to defining some of the roles (Atlassian). As a result, the following:

**Product Owner** who will be responsible for driving the product vision and prioritization of tasks to ensure delivery of an MVP by effectively managing the product backlog (i.e. requirements catalogue).

**Scrum Master**responsibilities were divided amongst team member, with every one of us taking accountability for maintaining progress, highlighting any blockers as soon as possible (by tagging all team members in our Teams project channel)

**Development Team**responsibilities will be divided amongst all the teams members in the next stages of the project, and we will look to cover development, testing and implementation/ deployment.

The risk analysis activities were covered by all team members, with each of us:

* Taking ownership of delivery in time, to meet self-imposed deadlines;
* Delivering a high standard input/ work to avoid additional reviews;
* Highlighting any blocker to avoid delays in delivery.

The nature of this project means we were not responsible for managing the financial aspect delivering a product, and therefore we did not have to compromise when planning the product functionality. However, during one of the briefing meetings, we addressed this aspect of a project management.

**References**

Scrum roles and the truth about job titles in scrum. Atlassian Agile Coach. Available at https://www.atlassian.com/agile/scrum/roles [Accessed October 2020]

Kanban Tool. Personal Kanban Board. Available at https://kanbantool.com/personal-kanban-board [Accessed October 2020]

Teasley, S.D., Covi, L.A., Krishnan, M.,S., Olson, J., S. (2002). Rapid software development through team collocation in IEEE Xplore. Available at https://ieeexplore.ieee.org/abstract/document/1019481/authors#authors [Accessed October 2020]