Team Roles and Responsibilities

Seneca Park Zoo Tigers

Change Log

Date	Modified By	Comment
09/10/2019	Nikolas Tilley	Created document and added initial roles
09/10/2019	Jared Jasie	Added CICD/DevOps role description

Team Roles

Nikolas Tilley

Meeting Scribe
Team Time Keeper (however everyone should keep their own punch cards)

Edward Wong

Sponsor Communicator (For Meeting Agendas and Questions)

Jared Jasie

CICD (Dev-ops) / Meeting facilitator

Anthony Palumbo

Website Coordinator

Role Definitions

Team Coordinator/Leader - whether you want to call this person the team leader or not will depend on the team. A fully democratic team often lets things fall through cracks because no one feels the responsibility for keeping track of what the team needs to do and making sure that one or more team members are responsible for completing it.

Sponsor Communicator - it works better if there is one person who primarily handles communication with the sponsor. Some sponsors may say that anyone on the team can contact him or her. Even if the sponsor says that, the team can still use a single point of contact with the sponsor. If the sponsor has a question, he or she may not know the correct team member to contact. If all questions go to one person, it is known that that team member has responsibility for making sure that an answer gets back to the sponsor in a timely fashion.

Website Coordinator - it really works best if one person is responsible for updates to the project website on the department server. Sponsors will often want to use this as the mechanism for receiving project updates, weekly reports, and artifacts. Someone needs to have responsibility for getting the latest material from all the team members and doing updates on a regular basis. Some of this can be automated by detecting updates to a website module in the project's CVS or SVN repository.

Meeting Scribe - some development methodologies may emphasize short meetings where full meeting minutes may not make as much sense. From almost every meeting, no matter what the development methodology, assignments of tasks to team members, with expectations on the completion time frame, will be made. It is important that these assignments and completion commitments be captured from every meeting and posted for the entire team to see. If that is not done, it is very easy for a team member to not complete a task claiming "I did not know I had to do that." To maintain a consistent style in reporting assignments, selecting one person to be responsible for capturing team assignments works best.

CICD/DevOps - Continuous Integration, Continuous Delivery, and automation are all important pieces of the modern development process. Being able to have things like unit and integration tests run automatically is critical to continued success, and adds time back to developers' schedules as they have fewer items to worry about and have less to do manually. The CICD/DevOps engineer will be responsible for managing the automation pipeline on Jenkins, as well as solving any issues with the tooling - such as source control or the VM. One person will be in charge of this, but all developers will be responsible for monitoring their builds and ensuring that they're passing.