|  |  |  |  |
| --- | --- | --- | --- |
| **ROLE** | **NAME** | **EMAIL** | **PHONE** |
| Client | Victor Peter | [victor.peters@stenden.com](mailto:victor.peters@stenden.com) | +31 6 410 438 19 |
| Project Coordinator | Rene Laan | [rene.laan@stenden.com](mailto:rene.laan@stenden.com) | +31 6 224 720 58 |
| Group leader | Thomas Koops | [thomas.koops@student.nhlstenden.com](mailto:thomas.koops@student.nhlstenden.com) | +31 6 213 249 78 |
| Secretary | Solomon Asezebhobor | [Solomon.asezebhobor@student.nhlstenden.com](mailto:Solomon.asezebhobor@student.nhlstenden.com) | +31 6 298 283 36 |
| Secretary | Jonathan Mohamed | [Jonathan.mohamed@student.nhlstenden.com](mailto:Jonathan.mohamed@student.nhlstenden.com) | +31 6 127 990 11 |
| Treasurer | Nnamdi Okereke | [nnamdi.okereke@student.nhlstenden.com](mailto:nnamdi.okereke@student.nhlstenden.com) | +31 6 298 317 92 |
| Pending……. | Nish Morovanidze | [nish.morovanidze@student.nhlstenden.com](mailto:nish.morovanidze@student.nhlstenden.com) | +31 6 298 379 56 |
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**Project Organization**

**Organization**

The roles and responsibilities of the leader:

* Planning and defining scope
* Activity planning and sequencing
* Lead and further constructive communication
* Team leadership
* Monitoring and reporting progress

The roles and responsibilities of the secretary:

* Maintaining effective records and affairs of the project.
* Ensuring meetings are effectively organized.
* Responsible for documentation.

The roles and responsibilities of the treasurer:

* Estimate the cost of the project
* Keep track on project cost
* Advise the team on financial issues
* Weighing the benefits and the loss

The roles and responsibilities of all members:

* Understanding the purpose and objectives

of the project

* Working to timescales and within cost constraints
* Reporting progress against plan
* Producing the deliverables/products to agreed specifications
* Working together as a team
* Contributing towards successful communication
* Contributing towards positive motivation
* Identifying risks associated with the project

**General information**

* Communication within the group will be done through WhatsApp, phone and email
* The project members will have weekly meetings (3x per week) to discuss the affairs of the project.
* Goal of the project is efficiency making data available anywhere or anytime.
* Communication with the client will be done through email, phone or in person.
* Goal of the company is making money.
* The success of the project will be assessed by the client weekly, meaning we send the client the weekly progress of the project.
* Each member will send a weekly time registration to the project leader on Friday. Then project leader will send the all the time registration to the project coordinator.