

## **Team Roles and Responsibilities Documents**

### **CSCI375**

January 22, 2018

Team: BENZ

#### Communication:

- Email: Check everyday.
- Face to face: Informal arrangements when necessary between individual members (time, date, and location TBD accordingly).
- Meeting: Every Friday at 15:30 at VIU Library.

#### Group Meeting:

The date, start time, and duration of the meeting:

- Every Friday at VIU library from 15:30 to 16:30 (can finish earlier if work done)

Which team members were present at the meeting:

- All members will participate in the meeting. Everyone is responsible for taking notes. All notes will be uploaded to the shared document at the end of the meeting. Sami will take the minutes.

The record of the meeting will be kept as a shared document in the shared folder (google docs).

Below is the structure of the format:

- The name of the team member taking the meeting minutes
- Action items
- Agenda
- Meeting notes, including:
  - decisions made
  - tasks assigned (including team member and task)

#### Everyone shares the following responsibilities:

- Doing tasks assigned to them (Tasks are to be submitted one day before the deadline).
- Contact other member for needed info (missing class/meeting/lab) as early as possible.
- Check communication channel everyday.

Basically, along with the main role in the “Preliminary Roles and Responsibilities”  
**Preliminary Roles and Responsibilities**

Name: QiJie(Ben) Lao

Role: The worker that gets the job done.

Name: Caleb Lewis

Role: Innovator.

Name: Pete Brandl,

Role: Checker.

Name: Sami Al-Qusus

Role: Time keeper, Facilitator, Reporter.

Name: Phuc Thinh Le (Tony)

Role: Harmonizer, Wildcard.

The work is shared equally among team members as agreed upon. The work will assigned to everyone during lab time and reviewed during weekly team meeting.