

## Team Management

Our team manages the project by holding regular meetings and using tools to stay organized and on track. We meet every day on **Google Meet** for quick “stand-up” meetings. In these meetings, each person shares what they’ve done, what they’re working on, and if they’re facing any problems. This helps us keep up with everyone’s progress and support each other.

We also have **weekly meetings** where we plan the next sprint, look at what has been done, and make changes if needed. All meetings are recorded in PDF files that include the date, who was there, what we talked about, and any tasks we agreed on.

To manage our tasks, we use **Jira**. In Jira, we:

- Create and organize sprints.
- Assign tasks to team members.
- Track progress by moving tasks from “To Do” to “In Progress” to “Done.”
- See how the team is doing and if we’re on schedule.

For proof of our team management, we’ve included:

- PDF files with meeting minutes on our github.

## Roles

### **Martins Ejike – Communication Lead and Software Developer**

As the **Communication Lead**, I am responsible for making sure the team stays connected and informed. This includes setting up and leading Google Meet sessions, taking meeting notes, and sharing them with the group. I also help organize daily stand-ups and make sure everyone knows what they need to do. Tools like Jira are used to track tasks and progress.

As a **Software Developer**, I help build and test the project’s code. This involves developing features, fixing bugs, and working with other developers to make sure everything works well. I also help with integration and testing of different parts of the software.