# Instructions

Fill out the following section as accurately and as detailed as possible.

This document is to be submitted to the provided link on Blackboard before the end of the class in which it was assigned. Failure to submit by the assigned time may result in a loss of grades.

# Part 1: Responsibility Assignments

Use this table to break down the workload and assign each member responsibilities over the next week or so.

**Suggestion**: Follow the S.M.A.R.T. outline for filling out this document.

* Make sure the goals you assign are: Specific, Measurable, Attainable, Relevant, and Time-Bound.
* Visit this site for further explanation: <https://www.wrike.com/project-management-guide/faq/what-is-smart-in-project-management/>

**Member’s Name** – on each row place a team member’s name. In brackets, add a second team member’s name whose job it will be to provide help if the team member gets stuck or runs into issues. Also, this second team member is responsible for ensuring the primary member gets the assigned work accomplished on time.

**Responsibilities** - In as much detail as possible, record what the member of the team listed in the first column of the row is responsible to accomplish. The more detail the easier it will be for the team member to accomplish the task.

**Due Date** - Add the date the work is to be done. Make sure to allow for time for group members to review the material before the actual class due date.

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| --- | --- | --- |
| **Member Name** | **Responsibilities** | **Due Date** |
| Fraser Kennedy | Set up git hub and backup channels  Additional research products  Image editor web app research.  One profile image  5 intro points | Thursday September 19th |
| Jeff Holditch | Data model – covering Quality inspector’s section.  PowerPoint Slide deck (With Stefan)  One profile image  5 intro points | Thursday September 19th |
| Zach Leich | Researching 2 products –  One profile image  5 intro points | Friday September 20th |
| Stefan Nzene | Colours, logo ideas, etc.  PowerPoint slide deck( With Jeff)  One profile image  5 intro points | Thursday 19th September |
| Jennie Jeong | Contract  One profile image  5 intro points | Thursday 19th September |
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