

Team Roles

# Current UpStage Team

* Vanessa Henderson
* Nikos Phillips
* James Williams
* Takuma Sato
* Xiangyu Chen

## Revision History

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| --- | --- | --- | --- |
| 34/07/2008 | 1.0 | Assign role to new team member | Wendy, Candy, Shaun |
| 11/03/2008 | 1.1 | Assign role to new team member | Wendy, Candy, Shaun, John, Vishaal |
| 24/07/2009 | 1.2 | Assign role to new team member | Vishaal |
| 19/08/2009 | 1.3 | Created new definition for SCRUM Master role | Natasha Pullan |
| 23/7/2010 | 1.6 | Assign role to new team member | Thomas Choi |
| 15/08/2010 | 1.7 | Assign role to new team member | J. R. Malonzo |
| 04/08/2011 | 1.8 | Assigned new roles for current team of 6. | Heath Behrens |
| 01/09/2011 | 1.8.1 | Updated Current Team members | Corey Robb |
| 21/10/2011 | 1.8.1 | Updated Roles as Team members are leaving. | Corey Robb |
| 5/03/2012 | 1.9 | Added New Team members and changed roles. | Corey Robb |
| 25/07/2012 | 2.0 | Added New Team members and added partial roles. | Daniel / Gavin / Scott / Ben |
| 13/03/2013 | 2.1 | Added New Team members and added partial roles. | Gavin/Scott/Craig/Lisa/David |
| 15/08/2013 | 2.2 | Added new team members and updated role descriptions | Nitkalya, Vanessa, Nikos, David, Lisa |
| 19/03/2014 | 2.3 | Added new team members and assigned roles. | Nikos |

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| **Role Name and Description** | **Assigned To** |
| **Scrum Master** -The scrum master coordinates the scrum meetings and tries to resolve any issues affecting productivity that team members have faced. The scrum master also prevents outside parties from interfering with the team during each sprint. Each team member will be assigned the role of scrum master for 2 weeks at a time. | All (One team member for each sprint) |
| **Project Leader** - Coordinates and solves group problems. When a problem arises, if no group decision can be made the Project Leader’s decision is final. | Vanessa |
| **Software Developer** - Coordinates all the programming tasks. | All |
| **Progress Tracker** - Measures the group progress with respect to the estimations, and manages & updates the project plan. | Nikos/Takuma |
| **Risk Manager –** Ensures that the risks identified are managed appropriately. Updates Risk Management records when new risks are discovered, etc. | Takuma |
| **Communication Manager** – Ensures communication within the team is upheld to high standards. Formalises notes taken by the team and records all relevant communication towards team decisions. Communicates with the clients and supervisor on behalf of the team. | Vanessa/James |
| **Server Administrator / Technical Manager –** Responsible for server maintenance and setup. Ensures the server is fully functional. Responsible for ensuring that code is packaged up and deploying it to the appropriate environments or on the appropriate systems. | Nikos/Xiangu |