

Scope of Roles

This document describes the overall responsibilities of each role on a project team. For more detail on each role, please see their respective runbooks. Anyone participating in a project team has discretion to comment on any features including frontend and backend architecture and implementation, UI/UX designs, and any other internal discussions.

Product Manager Tasks

- Communication
 - Communication Channels
 - Manage Discord project team channel
 - Facilitate communication between NPOs and Project Team
 - Via Email, Slack, Discord, at PMs discretion
 - Manage task organization software(Github Taskboard, Jira, etc...)
 - Meetings
 - Organize and lead Project Team Meetings
 - Create agenda
 - Standup
 - Goals of meeting
 - Task delegation
 - Iterate feedback from NPO
 - Organize NPO Meetings
 - Feature/progress report
 - Ask questions regarding:
 - Features
 - Timeline
 - Scope of Project
 - Features
 - Determine priority of features
 - Write Masters feature issues/tasks
 - To be populate by Tech Leads
 - Delegate tasks
 - Quality Assurance
 - Test Features for functionality
 - Write according bug/fix tasks that address necessary changes
 - Approve UI/UX and designs
 - Test functionality of buttons, hyperlinks, embedded videos, etc..
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Tech Lead Responsibilities

- Communication
 - Attend Monthly NPO meetings
 - Walk through feature/progress reports
 - Ask relevant technical questions
 - Project Team Meetings
 - Address any technical issues raised by devs
 - Decide technical implementation of features/tasks
 - Delegate tasks
 - Features
 - Review, comment, and approve PRs
 - Delegate tasks
 - Complete assigned tasks
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Developer Responsibilities

- Communication
 - Attend all project team meetings
 - Provide progress report on tasks
 - Ask necessary questions
 - Receive task assignments
 - Features
 - Complete assigned tasks
 - Review, comment, and approve PRs
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Designer Responsibilities

- Communication
 - Attend all Project Team meetings
 - Attend necessary NPO meetings (summer, early fall)
 - Features
 - Complete UI/UX designs of project
 - Complete task assignment
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