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..

Tech Lead Responsibilities

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

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

Designer Responsibilities

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

Revision #6
Created 17 April 2025 20:51:06 by Lucas Ha
Updated 23 April 2025 19:56:17 by Lucas Ha