**Roles, Responsibilities, Skills, and Interviews**

**Adapted from CS 696**

**Due Jan. 24, 2014**

1. Meetings
   1. What time (outside of class) will be used for team meetings?
2. Skills Assessment
   1. Based upon the project description, what types of skills will be needed?
   2. For each team member what skills do they have?
   3. Are there any skills team members need to develop? Describe how those skills will be developed.
3. Roles
   1. Who is providing the information needed to develop the product (that is, who is serving as the customer)?
   2. Who will take notes during meetings?
   3. Who will be developers (developers are also responsible for code documentation)?
   4. Who will be in charge of testing?
   5. Who will be in charge of user documentation?
   6. How will the team make decisions? What will the team do if there is disagreement?
4. Infrastructure
   1. Where and how will you store and share your code and any other artifacts?
   2. How will you as team members communicate?
5. Interview
   1. Talk with the customer so you may develop a product that meets their needs. Be sure to ask relevant interview questions.
   2. Assess existing materials for the project and ensure they meet the instructor’s requirements (i.e. sufficiently complex, includes administrative and user features, database, etc.)
6. Review and update your existing design.