CSE 430
Autumn 2013
Team Organization Plan (due Friday, October 11, 2013)

Team: ____________________________

Project Manager

__ no project manager (not recommended)

__ 1 person project manager, ________________________________

__ multiple people fulfilling responsibilities (list names and who will be responsible for which subtasks if splitting role, or who will take on roles/subtasks during which phase if rotating through team members, etc.)

Technical Lead

__ no technical lead (not recommended)

__ 1 person technical lead, ________________________________

__ multiple people serving as technical lead (list names and which subsystem or part(s) each person will be responsible for)

Decision Making Process / Team Structure

Briefly describe your team’s decision-making process and the team structure:
**Communication**

When and where will face-to-face meetings be held?

How else will your team communicate important information with each other?

**Division of Labor**

List the people on your team, and briefly indicate their role(s), function(s), or specific task(s) they will be working on: