

WEB DEVELOPMENT DOCUMENTATION

ROLES AND RESPONSIBILITIES

WEB MASTER :

In charge of:

All other members

All projects and project managers

- Assigns tasks
- Reviews completed projects
- Assists with ongoing development

Recruiting new members and assessing skill level

Reports to the club mentor(s) and President

SECRETARY :

In charge of:

Managing all club documentation

Maintaining meeting minutes

Assists the Webmaster in recruiting new members and assessing skill level

Reports to the Webmaster

CLIENT RELATIONSHIP MANAGER :

In charge of:

Finding new clients

Point of contact with exiting contacts

- Obtaining client need
- Obtaining client content
- Securing contracts with clients

Reports to Secretary and Web Master

DEVELOPERS :

In charge of:

Storyboarding a site
HTML and CSS
Teaching new recruits
Collaborative designing
Reports to Secretary and Web Master

MISSION STATEMENT

Our goal as a Web Development group is to non-profit and Valencia clubs with websites as a means to better serve the community, whilst gaining experience as developers.

RULES

When editing a file, SAVE A COPY OF THE ORIGINAL. No exceptions!

Share opinions in a respectful manner.

Refrain from posting in #updates on the discord unless it's an update on your task.

Keep unrelated subjects out of Web Dev

MEETING TIMES

3:00pm – 3:30pm : Team Meet / Update

3:30pm : Discussion and update of due tasks.

CONTACT INFORMATION

Discord: <https://discord.gg/gTKckms>

REPORTS:

To President

Further Documentation available on OneDrive > Web Development