

2.2 Communication and Collaboration Tools

The communication means of between our team members are Hangout, Google Drive, Gmail and Github.

Hangout is the platform of communication where we discuss, make strategy and plan the ideas and creativity for the project.

Whilst Gmail is also the platform used to share document and content needed for our project. However, Google Drive is also used to share documentation and file needed for our project.

We will report higher level of management and to clients by providing screenshot of communication and documentation shared during the making of project.

Team meeting is going to be after the college time where we will be planning and doing work for the project.

Thus, Github will be repository where we will be keeping our backup, documents will be shared, and master copies are kept.