**GROUP PROCESSES AND COMMUNICATIONS**

Group processes and communication are both vital parts of any collaborative projects. Ensuring all the members understand what they must do and how they contribute to the teams end goal is highly underestimated. During assignments the team is graded and viewed upon as one, and having a sense of dedication towards the work produced by the team as a whole is important. Our group, Group 22 ‘The I.T Guys’ I believe is aligned with these views and were motivated to give our best to the group from the very first assignment. Having good team members is not enough to guarantee success, but the combination of a great team leader and group members will allow for positive group development and consistently high quality of work. Through the first assignment, we got to learn how each of us work and get sections completed. As we are now in Assignments 3 and 5, it is much easier to work and collaborate with each of the group members.

Main platforms used by Group 22 - The I.T Guys:

* GitHub

GitHub was mainly used for project assets and other important documents. Having all the main files, programs and websites in one accessible location was essential. This method allowed us to view work other members have developed. This made it easier to save and update work, as we all knew where the work would be saved to when completed. Having members commit their work was also useful as it allowed other members to see where they were at with their part of the work, through the comments uploaded with their sections.

* Microsoft Teams

Microsoft Teams was where all the essential communication between members was held. Meetings, chats and assignment of work were all communicated through Microsoft teams. Using one application to collaborate and share thoughts and ideas was useful, as each member knew where to find help and other important pieces of information. Meetings were also conducted through Microsoft Teams, where Andrew Noorbergen set meeting times twice every week. Members with a calendar application or Microsoft Teams on their smartphones would have also received alerts for the squealed meetings. Video meeting times were selected right after the formation of the group at the start of assignment 2, where everyone agreed on a time and day where we could set aside 30-40 minutes. If a member was not able to meet on the date and time of a meeting, they must post a message in Microsoft teams informing the group leader they will not be attending the meeting. If a member has gone silent, they will be contacted by the leader or another member of the group. If this results in a dead end then help will be asked from tutors or instructors on what needs to be done. If an individual is finding it hard to complete their section of the work, parts of their section will be divided among other group members and this will be reflected on the grouped contributions form.

Having a small number of essential platforms allowed for less confusion of where work must be posted, as well as talking collaborations with other members. The two weekly video meetings were held on Wednesdays and Fridays, but for the last week a Monday meeting was also completed to further understand where everyone was at with their work. A good Team process and excellent communication will allow for success in a team. These factors form the backbone of any group, ensuring the project gets done in a timely and professional manor.