Our group has set up a MS Teams team, which we use to communicate outside of tutorials and to hold our weekly meetings, this is as per the specifications of this assignment. The weekly meetings focus on keeping all members up-to-date on what the others are doing, if they need help or if they’re going fine. The first meeting, was used to set up and assign work, while the last few meetings will be about finalising the assignment and writing up the group reflection. As one of the two of our weekly meetings is in the face-to-face class, only one recording is made each week, which is on every Wednesday at 8:30pm.

The team has also decided on multiple locations to share files, these include: MS Teams Files, Google Drive, and GitHub. The team’s main file sharing method would be the GitHub, as this will be where our final code and report will end up. The shared Google Drive and MS Teams Files would mainly be used to share report content rather than sharing code. The reason for using multiple file sharing locations is to simply give members multiple ways to share their work, as some are easier for certain uses. For example, some members might find it easier to work on the same report document on the Google Drive, but prefer to use GitHub for coding. Although some of these file sharing methods may or may not be used as much as others, they were available to be used and set up for the whole team.

Below are the related links for the teams GitHub repository, GitHub Pages website, Teams Join Link, and the Teams Link.

GitHub:

<https://github.com/s3783719/COSC1078-A2-TheITWorld.git>

Team Link:

<https://teams.microsoft.com/l/team/19%3a8bf56d2a6b8643b9a694bc267bf98621%40thread.tacv2/conversations?groupId=fc040177-359c-4e6e-a95f-ac7b7cb6ad41&tenantId=d1323671-cdbe-4417-b4d4-bdb24b51316b>

Team Join Link:

<https://teams.microsoft.com/l/team/19%3a8bf56d2a6b8643b9a694bc267bf98621%40thread.tacv2/conversations?groupId=fc040177-359c-4e6e-a95f-ac7b7cb6ad41&tenantId=d1323671-cdbe-4417-b4d4-bdb24b51316b>