

What Went Well?

I feel like the team was organized fantastically, it was a rocky start but once we had our Microsoft Teams set up it was super easy to delegate tasks to each member and keep frequent communication. Roles were easily identified and there was a clear leader who showed great management skills keeping everybody on task. Microsoft teams allowed us to keep one word document which updated live and limited having multiple copies of the same document.

What Could Be Improved?

Unfortunately we not all of the team members were able to connect by Microsoft Teams which became our primary communications means, I feel like having all team members in this group could have improved communications. Knowing each others strengths and weaknesses moving forward I see improvement for how we delegate tasks to play to each others strengths.

At least One Thing That Was Surprising?

I am genuinely surprised how smoothly things ran once we got them together, most teams members worked hard and seemed keen

to get the work done.

One Thing I Learned About Groups

I learned that there needs to be a clear management role in order to organise the group into sections and delegate tasks. Secondly I Learnt that with the appropriate means for communication and file management groups can become much more efficient.

Tools

Microsoft Teams allowed us to manage files, communicate between team members and delegate tasks easily whilst keeping a communications log for all team members to see. Our Github log activity only reflects work that has been done on the website as we used an alternative service (MS Teams) for the rest of our group organisation, however, I do believe that logs from MS teams should accurately reflect the work being done for this group assignment.