**Group Processes and Communications**

Communication between group members is arguably the most important aspect of your project. Past experience has shown that communication breakdowns between group members is the most common cause of project failures, so it is vital that you specify at the outset the means and expected frequency of communication between group members. How will your group communicate? How often will meetings take place? Will these be face-to-face, or using technologies such as Skype? Or Facebook? Or email? Or text? Or ... ?? What will youdo if you have a group member who does not respond to communications? You should expect contact between group members at least twice a week. You can always make contact more often if you wish, but you do need to know what minimum frequency is expected from all members of your group. At least one paragraph is expected here.

The Coop will be using two platforms to communicate, for all things Assignment and school related we will be using Microsoft Teams for multiple reasons, the ease of sharing documents and the ease of cooperating on said documents. The second platform for communicating is Discord, Discord is only used for outside of school related things and it is so we do not mix business and pleasure up. We have scheduled team meetings twice a week which take place on Microsoft Teams, this is not the only communication assignment based that the group has though as if any questions need to be posed, they are posted in teams for anyone or everyone to give their feedback or answers to. Now like most groups we are completely based on having honest communication and as a group we trust in each other that if one us Is having difficulties completing something that we speak up and ask for help. If someone does not respond to any communications however we would try any avenue we can think of how to communicate with said person and if we still have no ability to contact them, we would email one of our tutors to give it a go and potentially just split their tasks between the group so we can still hand in a complete assignment.