**Group Processes and Communications**

Communication is an important and vital part when conducting any group based project. How effectively a group communicates with one another can play a significant role in how successful or unsuccessful a project becomes. Through good communication it ensures that all team members are aware of what is expected of them and that there are no misunderstandings when working on the project.

The main tool our team will use for communicating with one another is Slack. Through Slack the team would discuss, plan and assign workload regarding the project. It will also be used to set objectives/goals for the team to achieve which ensures a steady progress of the project as we near the deadline. It was decided and agreed upon by the team to hold 1 - 2 team meetings every week so that the group can discuss their progress, monitor what tasks are left to be completed and resolve any issues or problems that may have come up.

It is expected that all team members will try to check Slack at least once daily for any new messages received and respond to any questions from other team members within 24 hours. When a team member cannot attend a meeting, they should inform the group in advance. If a team member is absent and becomes non-responsive from the main form of communication set up by the group, the team will try to reach out and contact the team member through different channels. These channels can include using the discussion boards in canvas or sending an email. When all reasonable attempts have been made by the team to contact the member then our course coordinator will be notified to try and resolve the issue.