

GROUP PROCESSES AND COMMUNICATIONS

How will you capture communication that isn't recorded formally?

Since, in meetings, we cover everything we need to do, such as the due dates for sections, planning ideas, prof reading and what will we do in the next meetings, there wasn't a need for communication for our project beyond our recorded meetings (however, we do continue talking about the assignment before or after the meeting is recorded). We also had very regular meetings, three every week, so if there was something we want to announce we could happily wait until our meeting. Although, if there was something that was urgent, we would have texted on iMessage to let everyone know, luckily throughout our processes there was not anything urgent that came up.

How often and when will meetings take place?

As stated before, we had very frequent meetings. We had meetings every Tuesday either 12:30pm-2:30pm or 2:30pm-4:30pm, Thursday 11:00am-12:45pm and Saturday 1:30pm-3:30pm. We put these meetings times and dates as they are because we felt that we all would be very busy in the next couple of weeks at the end of the semester. Because of that, we wanted to make sure that everyone was on the right track and able to follow our set due dates. And if someone becomes busy and falls behind in work, we could easily help them get back into it in 2 days instead of waiting the 4 days for the meeting. Similarly, we all agreed if you were not able to finish before the meeting due date then it has to be done by the next, and then if they needed help we could help them in the first due date meeting that was set, which is why having more meetings helped us out.

What will you do if a group member does not respond to communications?

As specified before, we do not use other communication for our project besides our meetings. However, if someone is late, we might text them asking if they can come to the meeting, and then we wait for them to come. Although our communication is really good so we haven't had anyone not respond to communications and everyone is mostly on time for our meetings. If someone is a little bit late, we wait and usually talk about what will be said in the meeting before recording. And then once that member comes we get started and record the meeting.