## **Group Feedback - Summary**

## What went well?

As a group we managed to complete assigned tasks by communicating via a program called Discord. Discord allowed our group to communicate at any time via text, with a more in-depth voice conversation once a week. This kept us organised and allowed for all members to raise any concerns or issues they came across. Two of our members took the role of project manager and coordinator which proved to be a huge success.  One member would be assigned a task while other members were assigned the role of proofreading and editing later. This ensured all work produced was up to a standard deemed acceptable by the team, while sharing the workloads amongst members.

GitHub was used to allow the group to make changes to the website as need but we found it difficult using GitHub for document editing as some members had Microsoft word crash on them as other member was editing the document, this issue made us move to google docs as it was much easier to edit the documents as need.

## What could be improved?

At times there was some confusion around what work needed to be completed. Our team felt we could have improved this issue by better communicating what work has been done and what’s still required, avoiding confusion amongst members. We eventually resolved this issue via adding an announcements channel on discord and creating a ‘to-do’ list on Google Docs, clearly assigning tasks where applicable.

Some members believed a cloud-based project management solution could have been beneficial. This would've helped the group avoid overlapping work in the early stages of the assignment while eliminating the need for regular progress reports.

## What was surprising?

Our group was particularly surprised by how easy it was to get tasks completed without any face-to-face contact. Some members had feared peers may not do their fair share or communicate, though this wasn’t an issue for our group. Our group all participated and worked together to get tasks completed.

## What has the group learned about groups?

As a group we learnt communication is key. Be it good or bad news, keeping everyone on the same page is vital for effective teamwork. We found having clearly defined tasks in the form of a to-do list was beneficial in keeping our team on track and avoiding confusion. Our team also found collaboration tools are important to teams. By making use of both GoogleDocs and GitHub, our team was able to collaborate effectively with no face-to-face contact required. We were able to operate over the internet as effectively as any team on campus or in a work environment.

## **Arin’s Feedback**

What went well?

Everyone was able to put forth their own parts of the assignment which immensely helped us all out. Group communication was great via Discord and other sites. We also had people in our group that were guiding other people and proof checking while also doing their own work. Having these people in our group really helped everyone out.

What could be improved?

Wasn’t much communication at the start of the assignment which made a little bit of stress for our group. My knowledge of GitHub and other networks used.

What was surprising?

Was surprised on how well people could use certain programs in our group, previous experience we had which helped us all greatly with creating our website.

## What has Arin learnt about groups?

I was a little bit skeptical on how well a group would work being as our studies are online and it can be hard to get reach of someone if you don’t see them in person. Was also skeptical about how we could make it all come together but with the use of GoogleDocs and Github it really made everything a lot easier and less stressful throughout our group.

## **Dylan’s Feedback**

## What went well?

The team made use of various technologies (Google Drive, Git, Discord) to increase communication and collaboration. This proved beneficial in allowing the team to work together and collaborate on HTML documents (Gitpage) and assignment documents (via GoogleDocs).

## What could be improved?

At the early stages some communication went unnoticed due to the level of discussion in the one Discord chat, though at later stages this was resolved by adding a second ‘announcements’ channel.

We could have used GoogleDocs all along to avoid the issues we had in editing Word documents (*binary files*) using Git. This would have avoided issues which arose when multiple members had files open at the same time.

## What was surprising?

I was surprised by how well everyone worked together online. Everyone made use of various technologies to work together and we all assigned work amongst each other to share workloads around.

## What has Dylan learnt about groups?

I’ve learnt teams work very well where individual roles are clearly defined and/or work is clearly assigned. Our team made use of to-do lists with clearly outlined tasks and work assignments to ensure everyone knew what needs to be completed and what they’re responsible for.

## **Jacob’s Feedback**

## What went well?

Team communication for the most part was alright thanks to discord. We had 1 meeting on a discord voice chat a week which made sure we were all on track. The website itself was made a lot easier thanks to Dylans template.

## What could be improved?

Although we had 1 voice chat a week we had the problem of being all on at the same time. Which slightly affected communication.

## What was surprising?

It was interesting working with people online. Very different environment to a workplace or school. Using google docs with its live updating allowed all of us at the same time to edit documents and add information which made teamwork a lot easier.

## What has Jacob learnt about groups?

At the start i wasn’t sure that online teamwork would work. As everybody has to communicate with each other. However, as we all were able to make a group pretty early on and we all knew about discord. We were able to make a group very quickly and start organising.

## **Josh’s Feedback**

## What went well?

I feel that the team communicated well for the most part, every member of the team made themselves available on Discord. Discord was a helpful tool for us to chat as well as share documents. Each member of the team was happy to take on tasks and completed them within the necessary timeframes.

## What could be improved?

Using a project management tool would be beneficial for the team to monitor their progress with each specific task. Having a weekly voice chat dedicated to a single night at the same time (e.g Wednesday at 7pm Melbourne time) would help the group understand how everyone is going, especially for the quitter members of the group.

## What was surprising?

I found it interesting working with other people all around the country, as this is the first time, I have been involved in group work from home.

## What has Josh learnt about groups?

There not as bad as I thought it would be. Before starting this assignment, the thought of working in a group made me a little nervous as I really didn’t know anyone from the class, but it must help that I got a decent group of guys to work with.

## **Ryan’s Feedback**

## What went well?

I believe we had a really strong team where everyone was doing their fair share of work, Discord was a very powerful tool we used to keep everyone up to date and discuss any concerns that a group member had. The group also used google docs to list tasks that had been assign and then right a note when completed. Also have a live chat once a week really helped everyone get to know each other.

## What could be improved?

Having a more synced live stream project management software so everyone could see and comment on each other progression. But I feel we handled our group really well.

## What was surprising?

I was really thinking my group would struggle with communicating and be organized but it really turn out to be a fun exercise and very easy to link up and have the project come together.

## What has Ryan learnt about groups?

I have learnt that as long as you communicate with your group and all agree on which task each is member is going to do, it is also a good idea to get feedback from each group member on your work so you all agree on the work quality.

## **Seth’s Feedback**

## What went well?

The team worked really well together and communicated excellently the whole time. People would constantly offer feedback and help to those that needed it. We also managed to organise ourselves well and allocated different jobs to different people without any hassles.

## What could be improved?

Would help if we started using something like Google Drive earlier in the assignment for documents that are being written in by multiple people so we didn’t have problems when uploading word documents into the git repository that another person had edited. Also a better way to track the progress people had made on their parts of the assignment would have been helpful.

## What was surprising?

It was surprising seeing how easy it was to get along with each group member and how well we were able to coordinate ourselves since we had never spoken prior to this assignment.

## What has Seth learnt about groups?

I have learned that groups can work well together even with no contact prior to starting the work that they have ahead of them. It can also be a really good way to streamline the work that is required as multiple people can be working on different parts at once or can be helping each other on the same job.