**GROUP PROCESSES AND COMMUNICATIONS**

Communication amongst our group has been great since we first formed for the previous assessment. We acquired some valuable communication skills and learned the best ways to communicate with each other. In this assessment, we plan to utilise the same communication techniques we used previously with minor changes. Everyone in the group will ensure they have MS Teams installed on their personal computers and their mobile phones. We will communicate regularly via MS Teams chat interface to ensure everyone in the group is on track with their scheduled workload, and so we won’t be caught unaware if a personal matter arises that may affect our deadlines. We will also hold video meetings using MS Teams video calls twice a week, considering everyone’s schedules so we can all attend. During these video meetings we will make sure we have a chair of the meeting, an agenda, and someone to take minutes. We will generally run these meetings in a similar fashion each time. Commencing with seeing how everyone is coping with the set deadlines for each section assigned, discussing any issues or barriers that may have arisen, assigning new deadlines for the next scheduled meeting, and discussing best time for our next meeting.

We haven’t experienced any issues with group members not responding to communications since the first week of the last assessment. However, we have a detailed plan in place if this does occur. We will first attempt to contact the group member via a direct personal message in MS Teams chat, if this doesn’t receive a response within 24 hours we will send an email to their student email address. If we still don’t receive a response within another 24 hours we will execute a video call through MS Teams in attempt to contact them. If we still receive no response we will then contact our course coordinator via student email, explaining the current situation and the methods of communication we have attempted, requesting advice on how to proceed. Overall, we believe we have a solid plan in place to ensure our communication remains to a high standard throughout the course, ensuring we are prepared for any unforeseen circumstances that may arise.