1. Communication methods and planned strategies for effective communication.

Our primary communication methods for Project 3 include **WhatsApp**, **Microsoft Teams**, and **GitHub**. These tools have been essential for facilitating daily and weekly updates, task assignments, and collaboration.

**Tools Used for Communication:**

1. **WhatsApp**:  
   WhatsApp has been used for daily and weekly updates, quick task assignments, and informal communication. It has allowed us to share updates instantly and communicate in a more flexible, accessible manner.
2. **Microsoft Teams**:  
   Microsoft Teams serves as our main platform for formal meetings, where we discuss deliverables and assign tasks. It’s a structured space for video calls and team discussions, ensuring that everyone is on the same page regarding our project milestones.
3. **GitHub**:  
   GitHub has been used to store project files, code, and documentation. It is essential for version control and collaboration on tasks, as everyone can access and contribute to the ongoing work.

**Effectiveness of Communication Tools:**

* **WhatsApp and Microsoft Teams**: These tools have worked effectively for the team. All members have access to them, and they support both synchronous and asynchronous communication. No other tools were tried, as WhatsApp and Microsoft Teams suffice for our communication needs.
* **GitHub**: GitHub has been crucial for keeping track of documentation and code. Team members can easily access and update work, making it easier to collaborate and ensure everyone is working on the latest versions of files.

**Communication Per Member:**

1. **Caitlin Shan Malan - Project Leader**:  
   As the project leader, Caitlin is the most active in communicating updates, organizing meetings, and ensuring the team is aligned. She displays excellent communication and leadership skills, ensuring clarity in tasks and deadlines.
2. **Kyle Andre Assur - Technical Lead**:  
   Kyle is highly communicative and responsive, always available for questions regarding work. He actively participates in discussions and meetings, ensuring the technical aspects of the project are covered. Kyle also serves as the group's scribe, documenting meeting minutes and recording all important points discussed.
3. **Gabriel Kiewietz - Technical Lead**:  
   Gabriel is effective at communication, attending meetings regularly and actively participating in group discussions. He is proactive in managing tasks and contributing to the project’s progress.
4. **Puleng Veronica Nakedi - Chairperson**:  
   Puleng communicates well on the WhatsApp platform, sharing group work updates frequently. However, there are times when she is quieter during meetings and may not always attend on time. Despite this, she remains involved in discussions when present.
5. **Philani Shange - Technical Lead**:  
   Philani’s communication could be improved. He has occasionally missed meetings without providing prior notice, and there have been delays in his communication. This has affected the overall flow of the project at times.
6. **Justin Angelo Karoles - Mediator (Myself)**:  
   As the mediator, I ensure I am available for meetings and communicate effectively when I am unable to attend. I make sure to inform the group promptly of any changes in my availability and remain engaged in discussions.

**Communication Timeliness:**

* **Effective Communicators**: Caitlin, Kyle, Gabriel, and I (Justin) communicate well and always on time, ensuring meetings are attended, and work is completed efficiently.
* **Areas for Improvement**:
  + **Puleng**: While Puleng communicates about group work, her timeliness in attending meetings could be improved.
  + **Philani**: Philani’s communication could be more timely, especially regarding meeting attendance and notifying the team when unavailable.

**Minutes of Meetings:**

Kyle, who also serves as the group's scribe, has been responsible for recording and documenting all meeting minutes. He ensures that every point discussed is captured and saved, allowing us to maintain a clear record of our decisions and tasks.