Process Conversation

Team Format

* Edwin -> create whatsapp / timelines (due dates)
* Olusegun -> Power Point final / Word Final / creative
* Matheus -> create github repository / manage 5 finger vote

Communication & Work

* Whatsupp group
* Github for file share
* Zoom or discord as needed

Conflict Avoidance

* Goals

- Get a good grade

- Enjoy our experience working as a team

* Values

- Responsibility: Manage yourself

- Organization: organized, accuracy

- Engagement & Presence: be active, take initiative, commit to the project

- Patience: good attitude

* Meeting Expections

- be in time

- organized and prepared

- quiet environment

* Deadline Expectations

- 24 hours before deadline

* Feedback Process

- during meeting time

Ideas

* Talk about teamwork in Canada
* Github to share files / place url on whatsup description
* Specific about teamwork for
* Maybe use discord
* doodle

Objective of the meeting

* Process Conversation
* Process Report

Leader – intro and agenda and finish

Start and finish on time

Second – Process Report

Third – Process Conversation

2 or 3 Questions option if time