**Process Conversation**

Conversation within the team about task execution are highlighted under the following sub-headings:

The Team Tasks and corresponding action point owners are as follows:

1. **Edwin** to create a WhatsApp group for team communication and also be in charge of highlighting the timelines for the due dates.
2. **Olusegun** is to make a final proof reading of Power Point final presentation, Be in charge of Process Conversation documentation and also inject creativity into the Power Point presentation.
3. **Matheus** is to create GitHub repository for the team and also manage 5 finger vote.

**Communication & Work**

The following software tools or communication tools has been adopted by the team in order to execute this project seamlessly.

1. WhatsApp Group.
2. Github for file share
3. Zoom or Discord as needed

**Conflict Avoidance**

In order to avoid any eventuality of conflict of interest, the following critical items has been set out for focus:

1. **Goal:**

The goal of this project is to:

a) Get a good grade.

b) Enjoy our experience working as a team.

1. **Values:**

a) Responsibility: Ability to manage ourselves.

b) Organization: Being organised and also ensure accuracy.

c) Engagement & Presence: Being active, Inject initiative and being committed to the project.

d) Patience: Good attitude in the course of the project execution.

1. **Meeting Expectations:**

a) Ability to be punctual in the meeting.

b) Being organized and prepared for the meeting.

c) Quiet environment.

1. **Deadline Expectations:**

All write-ups are expected to be concluded and finalised at least 24 hours before the deadline.

1. **Feedback Process:**

Feedbacks on investigations are expected for inputs during meeting time.

1. **Ideas:**

The ideas suggested by team members are as follows:

1. Talk about teamwork in Canada.
2. Lunching of Github to share files
3. The possible use of discord
4. Use doodle

The team is expected to focus on this six-point guiding rules in order to have a very successful project.