Project status Report

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| Report Date | project name | oVERALL PROJECT STATUS |
| June 04, 2023 | Teamwork Strategies | Ongoing |

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| Status report |
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Teamwork Strategies topic has been established by Matheus, Edwin and Olusegun. All the roles and duties have been designated by the Team Leader, Matheus.

Each student has completed a specific document prior to the Zoom meeting as well as researched about the topic. Specific details about the Workshop, presentation will be further discussed in our weekly meeting after class.

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| Project components |
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| Component/Task | status | ASSIGNED TO | notes | DUe date |
| **Process Conversation** | Completed | Olusegun | * Olusegun completed the document * Everyone reviewed the document in the internal group chat | June 4, 2023 |
| **Meeting Agenda** | Completed | Matheus | * Matheus has finished and shared the document to be reviewed for everyone | June 04,2023 |
| **Project Status Report** | Ongoing | Edwin | * Edwin has gathered all information for the progress report | June 04,2023 |
| **Communication and meeting** | On track | Everyone | * Each student has agreed to meet every Wednesday after class * All updates about Workshop, presentation and news ideas are shared through the WhatsApp group | May 31,2023.  June 7, 14,21 and 28 ,2023 |

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| Component | status | ASSIGNED TO | notes | DUe date |
| **Communication and meeting** | Ontrack | Everyone | * Each student has decided to use GitHub as platform for updating files in the cloud | May 31,2023.  June 7, 14,21 and 28 ,2023 |
| **Workshop and Q&A** | Ongoing | Everyone | * Format of Workshop and Q&A will be discussed in the upcoming meetings that have been previously established | June 7, 14,21 and 28 ,2023 |

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| CONCLUSIONS/RECOMMENDATIONS |
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It has been agreed upon all the students to use more GitHub which is more orientated to IT and practice as Teamwork utilizing the tools that people use in the IT world and gain experience collaborating as Team.

The format of the Workshop needs to be established in the next sessions, but overall great communication and collaboration between each student.