In-person

+Time-saving & efficient

One-time communication V.S. 10-time email

+Understand the subtlety of

+More accuracy(clarify the information on the spot)

+Enhance the group bond = facilitating the progression of the project = build the rapport

Email

+Keep track of the record to clarify any possible misunderstanding

+Time-flexible

Space-flexible

+More formal

Topic-oriented

Without any possible chit-chatting