**Download Your Daily Notes**

**Daily Notes - Welcome and professional development**

 There are five stages of group development:  
1. Forming - In which the team is formed and learn the goals and desired outcome of the group.  
2. Storming - This is where conflicts within the team arise due to various reasons related to leadership, tasks, roles, etc.  
3. Norming - Is when the team starts working together to make progress towards their goals, as they've established a respect amongst each other and have decided on roles and what needs to be done moving forward.  
4. Performing - This is when the team is functioning fully to achieve their goals. They have a set way in which to work that works for all the members of the team and is well on its way to meeting the deliverables.  
5. Adjourning - This is when the goals of the team have been met and now the team has reached the point where they have to disband the team and either move onto new teams or go back to the previous goals and tasks that have to be met.

**Daily Notes - Project documentation guide**

 Project documentation is about keeping track of the project as well as being useful for explanations about various parts of the project. It helps external people understand what the process was in the development of the project.  
It reduces risks and ensures that all the goals of the project are met. It also help's with the day-to-day tasks of the project and ensures the relevant members know what to do.

**Daily Notes - Writing your Project documentation**

 The README document was developed by the Dev Team. We've included the project explanation, a snippet of code for one of the main features, the features of the project, installation, contribute links, support and license information.