# Collaboration Summary:

Our approach to collaboration was deliberate and well-planned. We utilized multiple tools to aid us in planning and organizing tasks, and in our communication regarding them.

This effort was mainly focused on group communication through Discord, ensuring tasks were completed and creating/updating a work breakdown structure and Gantt chart, which were key in helping us stay on schedule and understand the current state of the project, as well as each member’s responsibilities on any given day.

If we ever had to cancel a meeting due to sickness or other unforeseen circumstances, we would immediately schedule another on a day that we had not originally planned to meet on, as we knew it was crucial to keep up to date with each other’s progress and any potential problems for the project.

Overall, our team worked together in a very solid collaborative manner, with great communication. We tried to ensure we discussed each aspect of the project as a team and communicated thoroughly through group meetings, creating and assigning tasks in our work breakdown structure, and then moving on to scheduling those tasks via a Gantt chart and consistently meeting to discuss our progress with these individual tasks, as well as communicating any issues or delays we were currently facing.

For future projects, I recommend that we utilize tools such as Kanban boards on platforms like Trello for an even more efficient understanding of each task's current state, as well as potentially setting time limits on our meetings to ensure we stay focused on the important topics at hand and reduce time spent on unnecessary changes to the project plan.