# Group Processes and Communication

We will continue to base our communications primarily through Microsoft Teams. We will commit to a minimum of two meetings per week, one midweek and one on the weekend with the frequency of meetings increasing as we get closer to the due date or as required by the group. Additional ad hoc communication for assistance, clarification or review is also to be done through the MS teams group chat to help the team feel connected and collaborative.

Our first meetings will be dedicated to understanding the assignment and breaking it down into smaller tasks. These will then be assigned to different group members with staggered deadlines through the course prior to the deadline. A checklist of these tasks will be maintained to allow easy visual reference of how the assignment is progressing. Work to date will be compiled prior to each meeting into a master document to show progress and help motivate the team. The goal is for the smaller, earlier deadlines and the checklist to be used to help us identify problem areas early in time for us to correct them.

To prevent breakdowns in communication we adopt the following policy. If a group member misses either two back-to-back deadlines, meetings or one deadline and one meeting they will be contacted individually. If there is no reply, they will be considered non-contributing and we will begin contacting out tutors to help resolve the issue.