

# Affinity Diagram Clusters and Ideas

## **Cluster 1: Communication Tools**

- Slack
- Microsoft Teams
- Email
- Zoom Integration

## **Cluster 2: Project Management Practices**

- Regular Check-ins
- Defined Roles and Responsibilities
- Meeting Agendas
- Task Prioritization

## **Cluster 3: Team Collaboration**

- Shared Documents
- Task Assignments
- Team-Building Activities
- Collaborative Goal Setting

## **Cluster 4: Technology Solutions**

- Integrated Messaging Apps
- Project Management Software with Chat Features
- Mobile Communication Tools
- Real-Time Status Updates

## **Cluster 5: Client Communication**

- Frequent Client Updates
- Involving Clients in Meetings
- Managing Client Expectations
- Tracking Client Feedback