**Group Reflection**

As a group we came together and organised our time very efficiently, meetings were organised promptly and ran on time biweekly. There were issues early on with Team member’s leaving during the early stages of the group allocations and towards the end we unfortunately had one of the team members drop out, however, the greatest strength of our team was our resolve to get on with the work and complete the tasks at hand, with everyone picking up the slack where required.

Improvements could definitely be made to how the meetings were run, with many going over time. An agenda was used and the conversations were fruitful in that it helped build teamwork amongst the team, however, it also drew away the focus at times. Keeping a hard limit on the lengths of meetings could have helped avoid these issues in the future.

The team overall was definitely surprised with how quickly we clicked together, roles were decided promptly, tasks were allocated and there was little to no bickering at any point. It’s not unusual to have teams formed that work well together, but given we were all strangers, the speed in which we were able to become a cohesive team was certainly surprising.

As the days and weeks continued on during the project, the team developed and learnt many skills required for completing the tasks. Examples include; effective interviewing practices such as; proving the questions prior to the interview to allocating who would lead the questioning and when the others could interject with their own questions and comments. Not only were their improvements to our interviewing practices, but the writing or our reports and the research that went into it improved drastically, with the team coming together, bouncing ideas off of each other and assisting in reviewing and updating each piece of work that any team member had put forward for submission.

Our team decided early on to use the collaborative function of Microsoft Teams to allow files to be uploaded to a Teams Channel where anyone was then able to view and modify the files. This allowed for a proactive reviewing system of the pieces of work that we were all completing, and a layered folder structure for effective organisation of those files. Having the meeting minutes and agenda kept in the same places as the work we were creating made it much easier for the team to quickly reference back and forth from. Unfortunately this meant a log of the GitHub logs came towards the later stages of the project, where the work we had created was then moved into the GitHub to be worked into the website we were creating. Despite that, the Github will demonstrate the sheer volume of work that we as a team completed and a clear log of how the final product came together.