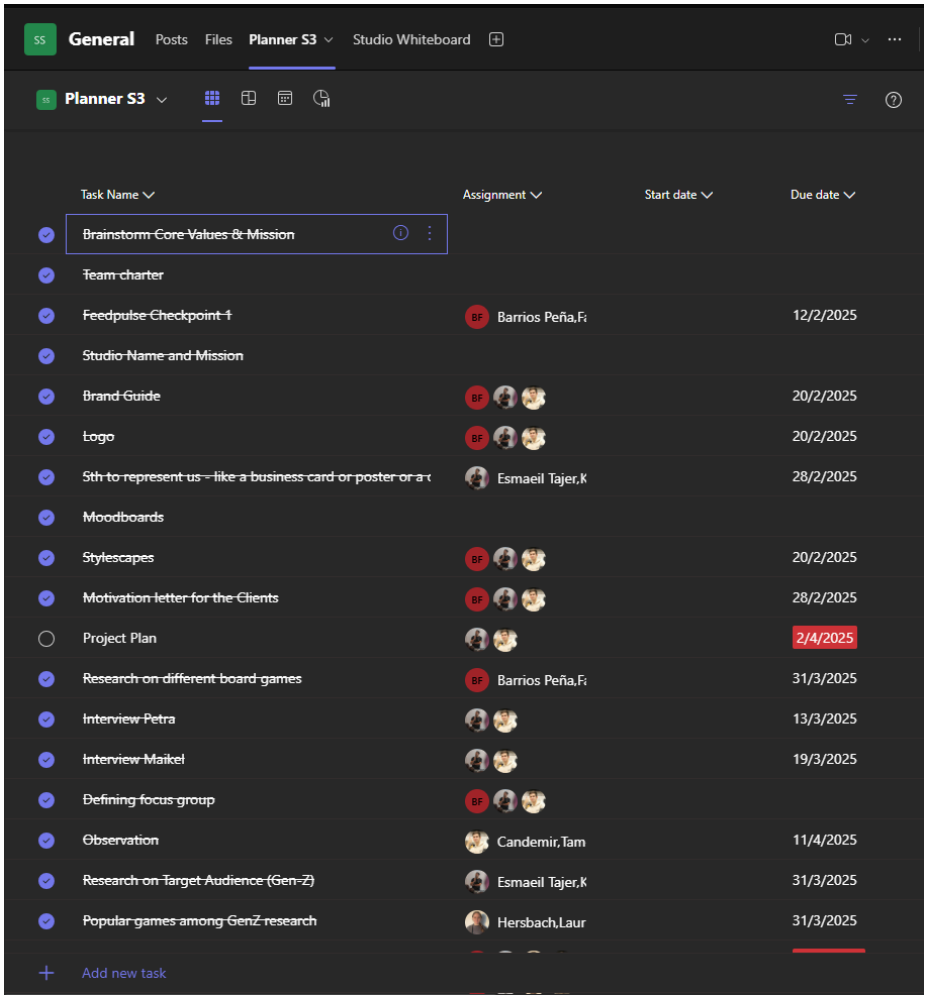
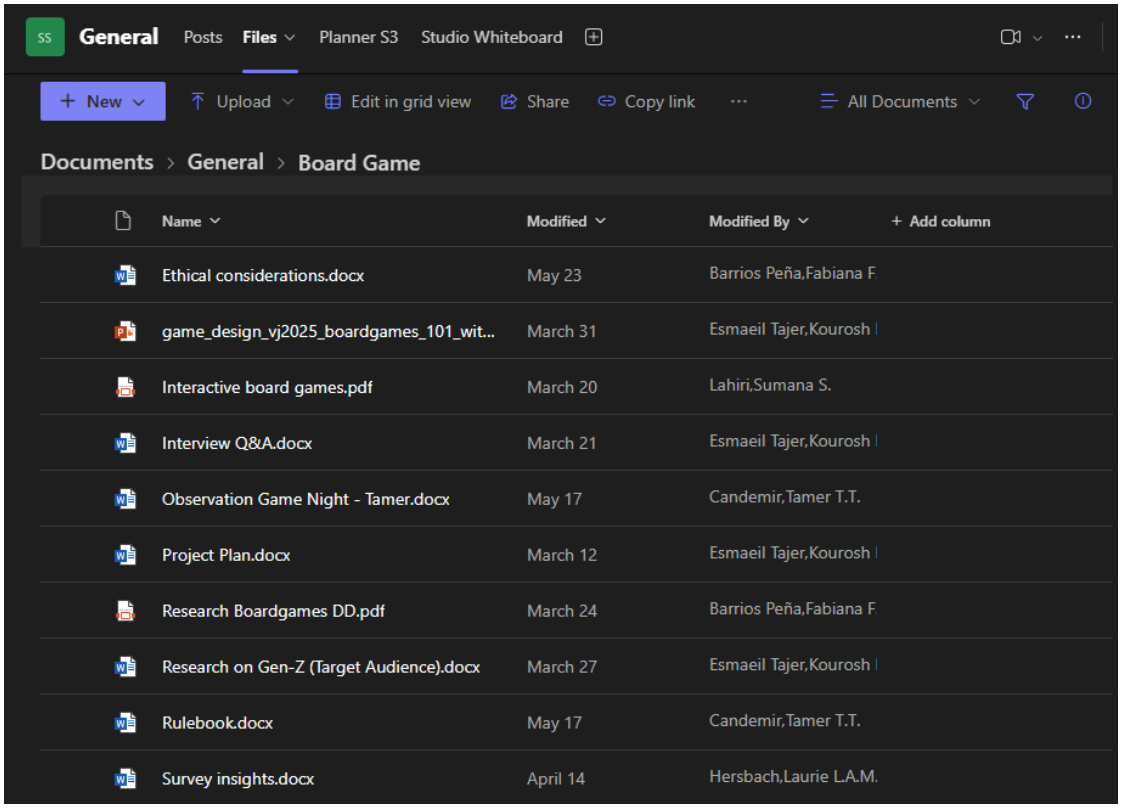
Group Project Planning & Communication

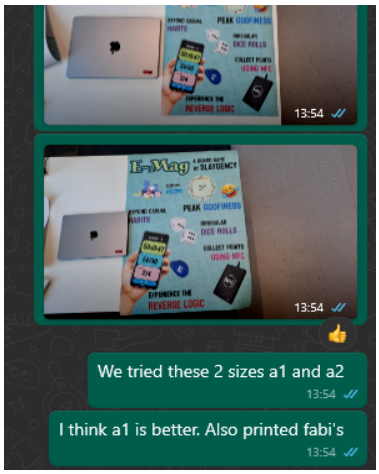
In both studio branding and client projects, we used Microsoft Teams Planner to help us stay organised throughout the project. It allowed us to keep track of all the tasks, set deadlines, and clearly see who was responsible for what. This made it much easier to manage our work and make sure nothing was forgotten.

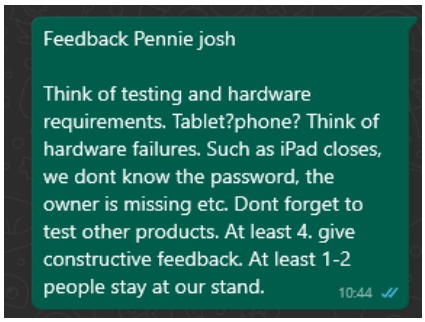


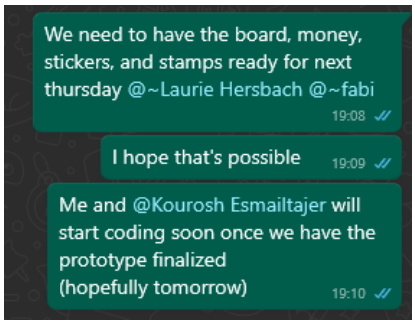
We also decided to keep all our documents in Microsoft Teams. This way, everyone had access to the same files at all times, and we didn't have to worry about someone not having the latest version or losing important documents. It helped us avoid confusion and saved us a lot of time.

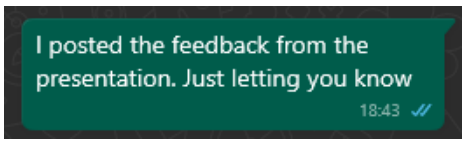


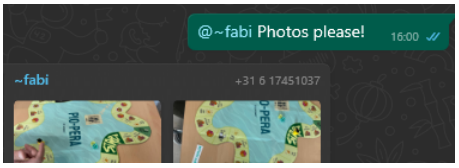
For our daily communication, we used WhatsApp. Since everyone checks it regularly, it was the quickest way to share important updates, ask quick questions, send reminders, and stay in touch throughout the day. This helped us respond faster to any changes or urgent matters and kept the team connected even outside school hours.











Reflection

Looking back, this system really improved the way we worked as a team. It kept things clear and made our communication smoother. Sharing everything openly also built trust among the team members, since we could all see what was being done and support each other when needed.

However, not every team member was familiar with Microsoft Planner, which made it harder for them to actively update the status of their tasks. This led to some gaps in tracking progress. In the future projects, we should make sure everyone feels comfortable with the tools we choose to use. The reason we chose Planner this time was to keep everything in one place, within Microsoft Teams, to make collaboration easier.