# Tools

## GitHub

GitHub Pages URL

<https://taylenanderson.github.io/stockIT/index.html>

GitHub Public Repository URL

<https://github.com/taylenAnderson/stockIT>

Comments on the team’s Git repository

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he full audit trial on the team’s commits can found at the following [link](https://github.com/taylenAnderson/stockIT/commits/main?before=e5059bad1b25cd96e1caf00ab1eadb8adc2d4ae1+105&branch=main).

The audit trail shows that Taylen, our assigned manager for the development of the website, made the first commit. No other member pushed any commit until the 7th of October 2021. Prior to that, we used Microsoft Teams to share our documents. GitHub was first introduced to the team when one member made a [Youtube](https://youtu.be/51yngM1Pfik) video to facilitate other members to set up the group repository in their local drives. Initially, some members were hesitant to use GitHub due to a lack of experience and knowledge in its use. We had a stereotype of GitHub as mainly being used for a programming collaboration and did not think of it as a tool to share other files such as word documents or PDF’s. We soon realised that it can be a powerful tool that can be used to make our file sharing and tracking as effortless as possible. Closer to the end of assignment completion, we had an occasion where there was a misunderstanding within the team as to which file version was ready for proofreading. This incident occurred due to an inconsistency in our document naming, file structure, and a miscommunication with project management. We took the incident as a valuable lesson that helped us understand how Git works and file naming conventions that should be used for the next group assignment. We believe that the audit trail and other information attainable from the repository demonstrate our collaborative effort and improvement in utilising the tool more frequently and effectively. We have included snapshots of some usage data obtainable from our repository (as of 15th of October 2021) in [Appendix A](#_APPENDIX_A) for your information.

## Microsoft Teams

Microsoft Teams Invite Link

<https://teams.microsoft.com/l/team/19%3a9MyjIii3NQaWmcpGtjxWffQmZgmL-1rA13fQ8CUmn6g1%40thread.tacv2/conversations?groupId=24f3f6bd-b9be-4a72-8a4f-c982e853354a&tenantId=d1323671-cdbe-4417-b4d4-bdb24b51316b>

Please note that we have used the chats section for most of the group's conversation and collaboration. If you require access to our chats history, please contact our team leader, Tetsu Watanabe, via email: [**s3923443@student.rmit.edu.au**](mailto:s3923443@student.rmit.edu.au).

**Microsoft Teams collaboration**

Please note that we have held the total of 7 official team meetings during the preparation of this report, not including an unofficial meeting planned for the 17th of October 2021.

For Microsoft Teams meeting agendas, actions and links to their respective recordings please refer to the PDF report titled **Group # 12 - MS.PDF** that is submitted in conjunction with this report.

We have communicated daily using chats section of Microsoft Teams to supplement our official meetings held twice a week. These frequent communications within the group assisted each member in being held accountable with their tasks and allowed each member to stay up to date with the progress of the assignment. The Teams chats also allowed us to brainstorm any questions a group member may have had or work through tech queries.

## Other tools used

EXCEL SPREADSHEETS

We have used Microsoft Excel spreadsheets to manage tasks assigned to each member. The snapshot of Excel spreadsheets adopted by the team are attached in [Appendix B](#_Appendix_B). These spreadsheets were vital tools for the group to share and monitor the project progress and were used frequently in our bi-weekly meetings.

# Appendix

## APPENDIX A

Graphical user interface

Description automatically generated

Chart, line chart

Description automatically generated

## Appendix B

Graphical user interface, application, table

Description automatically generated

Table

Description automatically generated