

Project Group Communications

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The purpose of this document is to outline the mediums of communication that will be used by the project team, for the completion of the Yuconz project. This will provide insight into the overall communications strategy that the development team hopes to implement (effectively), for the project.

DISCORD

One of the most prominent means of communication, that will be used for the project, will be the popular VoIP application, Discord. Through using this application, the project team intends to orchestrate some of their meetings virtually, as opposed to a physical gathering. This provides several benefits, notably the ability for project team members to work and collaborate remotely from home (greatly assisting team members who do not live within proximity to the University). The other major benefit of utilizing Discord, is for its voice chat functionality, which will greatly facilitate and accelerate group communication (as opposed to purely chat based alternatives). Discord also has the useful functionality of file uploading (to the channel), which could potentially be used, though the use of the group GitLab space would likely handle this functionality to a superior degree. Discord meetings will take place more frequently (see meetings scheduled for specifics) than physical meetings but are expected to be just as beneficial for group collaboration and cooperation.

WHATSAPP

Another important communication medium that will be utilized by the project team, will be the use of WhatsApp. Whereas Discord is intended for staging some of the important group meetings, the use of WhatsApp will allow for informal group collaboration such as clarification on specific assigned issues, idea sharing, problem reporting, absence reporting and any other project related discussion.

FACE-TO-FACE MEETINGS AND WORKSHOP SESSIONS

The final means of group communication that will still be prevalent for the project duration, will be physical group meetings. Although newer technologies have rendered face-to-face meetings obsolete, a weekly meeting will still take place (see meeting schedule document for specific dates) to consolidate any work and to discuss the overall project's progress. Additionally, through having physical meetings, any problems can be dealt with immediately due to direct assistance available from the other team members present. Moreover, the weekly allocated time for workshop sessions provides guaranteed time for all project team members to meet. Due to external commitments, group members may not always be able to attend assigned meetings, thus this guaranteed allocated space is quite important.