**Teamwork and group meetings**

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| **Name** | **Allocated Task** |
| Lee Hudson | The Proposal, Work breakdown structure, research on the decided topic, compile the whole document |
| Vishane Perera | Quality Assurance, Risk Analysis, Work breakdown structure, research on the decided topic. |
| Agnes Chinyoka | Methodology, Work breakdown structure, research on the decided topic, Write up the group report |
| Josh Wong | PERT and Gantt charts, Work breakdown structure, research on the decided topic. |

After group allocation we emailed each other and decided to meet during seminar time so that we can introduce ourselves and map a way forward with the assignment. All four group members were present. After introductions we started to make suggestions on a suitable topic, but nothing seemed interesting so we decided to go and think of more topics. We were going to use emails as our main communication source but we also exchanged phone numbers. As one of our team member’s works all week and can only meet on Mondays’ we decided to use Google docs for collaboration. Before we left we scheduled our next meeting for the 7th of October. The meeting lasted 30 minutes and later minutes were uploaded on Google docs.

During the week we decided on a topic and tasks were going to be allocated on our next meeting. We agreed that we all do some research on the agreed topic prior to meeting on the 7th. We met on Monday the 7th, 3 group members attended and 1 group member send his apologies. The agenda for this meeting was general discussion on the topic, discuss our findings and allocate tasks. Tasks were allocated and two tasks were left over so we were going to discuss them on the next meeting. We agreed that after completing your task you had to upload it onto Google docs and by our next meeting all allocated tasks should be uploaded. The meeting lasted 30 minutes and our next meeting was scheduled for the 14th of October. Minutes were uploaded on docs. We agreed that Lee, who was doing the proposal should do his part first as this was going to guide other team members.

When we met on the 14th, the proposal, risk analysis and methodology were done. Agenda for this meeting was to discuss the work breakdown structure so that Josh can go ahead and work on the PERT and Gantt chart. All group members worked on the work breakdown sketch and Lee was going to write it up. Vishane was going to do the quality assurance and Agnes was going to put together the group report. We had a group deadline to upload the all the documents on Google docs by Saturday the 19th of October, Lee was going to compile the document and all team members were going to proof read it and make an adjustments. This meeting lasted 1 hour. Besides our online meeting during the week our next physical meeting was going to on the 21st of October. Agenda for this meeting was to make sure everything was in place, proof read our document and print it ready for submission.