A: Hi, how is it going?

T: I’m fine, I was hoping i was hoping to talk about her group project with you there's some problems that we need to fix right now.

A: What kind of problems?

T: i know you're probably really busy preparing for graduation but it would be great if you could accomplish some tasks. being a senior, your expertise would really go a long way in helping us finish this project.

A: I’m am really busy because I am going to graduate and I need to apply to a new school.

T: well some some of us did notice that you were pretty busy way just wanted you to have a chance to be able to work on this project i think you have a lot of insight that you would provide for us

A: If you could be the leader of the project, it would be a really good experience.

T: okay but i thought the professor assigned you as the team leader.

A: I can be the leader or review your work. Time is limited for me, so I cannot do everything.

T: so if we were to assign roles and do some of the tasks do you think you would be able to review that for us in time

A: Yeah, reviewing will work. I cannot do really time-consuming work, but I can give insight on how to proceed.

T: do you think you have time to be with us next week to work on this to just give us insight on what direction you're gonna take the project into and not participate in most of the work we can handle that but just your insight in how we should proceed with the next task.

A: Okay. In the future you can contact me with skype or something.

T: would it be possible to schedule a meeting for next week something concrete so we are able to stick to that for next week that all the group members are going to attend so it's a full meeting

A: yeah i think that would work

T: okay is there any other way to contact you other than phone call or skype cause i know since you're busy if you're busy doing something else it would kind of be inappropriate for me to call you, especially if you're in class or in a meeting somewhere else, maybe setting up like an e mail system or, like a messaging system.

A: That is all possible. I just want you to know that time is a limitation for me.

T: I understand

A: That will be great.

T: We can set up a messaging app or a new email chain of some sort. So we can stay in communication and not having time constraint for you, but also maybe if at least once a week do you think that's a reasonable time for you meet with us or maybe once every two weeks in person?

A: I think that’s okay.

T: With that, we would be able to accomplish our tasks and not be strained on our parts. Um, and kind of picking up the slack for it.

A: Yeah. I just want to make the schedule to be flexible. So that will work for me.

T: Thanks