Initial Report - Communication

**Meeting Criteria**

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| **When** | Mon/Wed | **Start** | 17:00 | **End** | 18:00 |
| **Room** | MS Teams | **Chair** | Rotated | **Trello** | Individual |

Meetings are held every Monday and Wednesday at 17:00 during a recorded Microsoft Teams chat room. The purpose of each meeting is to discuss each action item and assign tasks to team members reflected on the Trello Board. Any items not in Trello will be left to discuss at the end of the meeting.

Decision-Making

The decision-making process will adhere to majority vote. Each group member will support their decision with a SWOT analysis or an alternative decision-making matrix to help the group align their vision. Group members must favour outcomes that support real-world scenarios that gain experience to enter the workforce.

Absence

If an attendee is absent the group must follow these steps.

1. Invite absentee to meeting to prompt call hunting.
2. Wait for absentee to provide developments in Teams Channel and Trello.
3. Absentee to review next action item on Trello (group or individual).
4. If absentee is unsure of next action, then they must contact the group via MS Teams.

**Trello Board**

The Trello Board is the source of truth and will act as the team’s agenda. Individuals must update their own action items in their respective Trello cards. Stand-up will be conducted at the beginning of every meeting to address developments, insights, and concerns.

**GitHub**

All supporting media to the project must be committed to the groups GitHub repository. Commits are to be detailed with collaborator comments recording trails of change. Any major change to code files must be communicated to the team to avoid loss of work.

**Values**

To achieve successful collaboration between team members the following values must be upheld to ensure a safe and respectful environment.

1. Open-Discussion – All ideas are considered great ideas as they encourage discussion and challenge ways of thinking. Each idea presented by the group must be supported with a reference or a source to uphold the RMIT academic integrity awareness.
2. Transparency – Every task listed in Trello must be completed to aid the project. Team members must be honest with themselves and the group to deliver realistic targets. Any encountered roadblocks must be communicated to the team to avoid wasting the efforts of others.
3. Respect – Communication must be expressed with consideration to cultural similarities and differences to establish a shared vision that is deliverable from all team members.
4. Clean code – Code must be cleaned by tagging functions and elements with accurate comments and labelling variables with distinct easy to understand actions so that anyone can pick-up where the author left off.