**Communication – Week#2 Journal Entry**

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During this week the whole team had a 4 standup meetings to discuss the selected idea and also suggest some improvements.

The stand-up meetings lasted for more time than allocated which was 30 minutes. Most of the meetings went for 45-60 mins. This was due to the fact that communication was not clear and the ideas presented by us needed more refining and then their design aspects had to be discussed.

Some of the ideas should have been discussed earlier at the very start of the project. As I had mentioned earlier, such ideas tend to be vague and consume time, but this time around the team was well aware of the fact and stopped digressing whenever the discussion started to go off topic.

Also in this week the communication was very prompt, doubts amongst the team members were promptly raised and solution was sought immediately.

This week the goal of meeting 4 times a week was achieved.

One of the other points noticed in this week and also in the earlier week was that a team should always communicate in a common language which is understood by all. In our team there are members which can speak 3 different languages and most of them have a common mother tongue expect one. Most of the time we communicate in English but sometimes one or two sentences which are related to the project are said in the common mother tongue. Due to this either we have to repeat that discussion or the person feels left out of the discussion which is not good project. Hence, it is absolutely necessary and important to communicate in a language which is known to all.

Also, in this week collective decision making was less time consuming.

Going further, the team has decided that before discussing any idea or design, the person proposing the idea or the design must have a short description of the idea/design or a short document on GitHub or at least the person should update the waffle board with the idea/design/doubt so the other team members are aware of the idea and time is not spent on explaining the idea from the scratch.