Tracking and Control Mechanisms *(J.L)*

Team high five and dive has incorporated various ways to communicate with one another and to keep track of the many activities and sub-projects that need to be completed. Our first line of steady communication is done by Slack, which is a messaging app that is used by many businesses and teams working on projects together. This is a great tool for us because it allows communication at any time and has proved valuable for quick responses and any questions we may have for one another. Our primary form of communication is our weekly in person meeting every Wednesday at 2:30pm. During this meeting, we are all able to discuss our issues, questions, get feedback and also be able to collaborate together while viewing our progress together as a team. Meetings help us to complete the week and bring the work to fruition, allowing us to leave having a solid grasp of where we are at and what needs to be done. With that, we also have a bi-weekly stand-up meeting, where we discuss and ask ourselves what we are working on, what we have done and what problems we may be having.

Direct communication aside, we use Trello as a tool to glance at to check who is working on what and to check due dates. GitHub is used as our repository for all of our files for our project, and Google Drive is also being utilized as a place for us to share our files with each other.