Tracking and Control Mechanisms

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 other way of communication, which is the best way of communicating, is in-person by way of a weekly team meeting that we hold 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 also use several platforms to help aid us in keeping track of our project’s progress as a team and as individuals. We use Trello, which is a great tool to check at any time to see who is responsible for what parts of the project, what is complete and incomplete, when things are due, etc. It can be manipulated and updated by anyone on the team incase changes need to be made. Also, it displays things needed to be done/upcoming meetings in an organized fashion with dates, times etc. Overall, it’s been handy for a quick glance to update yourself on the current tasks at hand.

For sharing, reviewing and seeing each other’s work and progress while not in person, we use GitHub and Google Drive. Both of these allow us to have an area online that we can deposit our works while simultaneously viewing what other team members have completed, change or update existing work, and allow us to be able to stay up to date with each other’s work while not being in person. It also eliminates the need to constantly share files back and forth via email and texts.

While there really is no substitute for meeting in person and communicating face-to-face, it certainly pays off to see what is made available to business and project related tasks to make the job easier and more streamlined while working in groups. The use of these platforms and programs has made things much easier working together as a group and has streamlined the process outside of the school or office environment.