Team Members:

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Project Title: Virtual Teams - Role of ICT in managing globally distributed Projects

Team Meeting/communication log:

24th Aug: Email

Amulya gollapudi shared summaries of some of the interesting papers she read related to cloud computing.

26th Aug:Email

Team leader emailed everyone links to research databases and links to MIT's open source Project Management course and a few interesting examples of project management reports to help get everyone started.

27th Aug: Email

Team leader emailed everyone a few good/interesting project Management papers that can potentially help in finding project title. Few Area mentioned were:

- Internal audit involvement in Enterprise Risk Management

- critical success factors in project management globally and how they may be applied to aid projects

- Publications by akemi http://works.bepress.com/achatfield/

31/8/2015: Email

Team leader emailed everyone the latest copy of ' International Journal of Information Systems and Project Management'. The latest entry of the jounral had three papers which in team leaders opinion were good examples of Project Management research publications related to IT sectors.

2/9/2015 - Meeting with Subject Tutor. (15mins)

Three topics were proposed to the tutor(selected within the team) and Tutor's Opinion was taken on each one of them.

Outcome:

Tutor Suggested Remote/Virtual Teams as one of the potential project titles.

4th Sept: Group Meeting

Agenda: Project Topic Finalization

Group meeting was done in class to discuss the domain/focus area of our project. Team decided Project remote/virtual teams as a project topic.

F2F Meeting - 6/9/2015 (30mins)

Agenda: Finalization of Research question

Group Meeting was done to finalize the specific research question to be addressed in the project report and presentation. The decided focus is going to be '**The Role ICT technologies can play in building distributed teams.** '

8/9/2015 - Email

Team leader sent everyone an email addressing the following things

1. Explaining the team the clear expectations of the aims/objectives of this project.

2. Details of the specific research question that everyone should focus on while finding relevant literature

3. The procedure of finding relevant papers. links of to databases.

4. The process of evaluating a papers(based on citations/results achieved etc.)

5. Asking everyone to take good look at how good papers approach a research topic and propose solutions(how results are presented etc.)

6. two relevant papers were suggested as first reads, to help everyone get started. These papers are also meant demonstrate, what makes a good papers(one was by akimbo)

7. Establishing rules for team communication. Setting expectations in terms of frequency at which everyone should communicate.

8. Assigning next tasks to everyone and discussed deadline for next deliverable tasks.

9. misc.: Administrative things related to one drive folder sharing - meeting minutes doc. was created to keep track of who is assigned what.

9/9/2015 - Email

Subject: Report Structure and division of work

Roshani Parekh emailed everyone with a proposed report structure. It was decided that team leader will initially take the editorial role, and will complete the

Introduction, Background and Conclusion sections. Rest of the team members will take on the identified problems and will write 1500-2000 words addressing the identified problems.

9/9/2015 - Email Reply

Team leader commented on the report structure. It was decided that proposed report structure was good to give the team a head start. But it may evolve overtime as the project progresses and everyone develops better understanding of the research question.

12/9/2015 - Email

Subject: Discussion on literature found

ADARSH emailed two papers to the team leader and to take his opinion on their relevancy.

Email reply: Team leader found the papers to be very relevant our research question and responded with yes.

13/9/2015 - Email

Subject: Discussion on literature found

Amulya Gollapudi emailed two papers and asked if she can proceed with summarizing them. Teamleader responded with a go ahead.

15th Sept. - Email

Team Leader sent an email to everyone addressing the following things:

- Current Team progress
- Three Examples of Research Methodology found in good papers that can be employed by the team
- Proposed structure for literature review table that can adopted by the team
- Group Leader highlighted the importance of delivering tasks assigned on time.

F2F Meeting: 17/9/2015 (45mins)

Members Present:

Agenda:

- Develop a Common Team Research Methodology for conducting exhaustive research on the Topic
- Discuss Format and create literature Review Table
- Discuss TimeLine and Agenda

- Highlight the importance of correct Referencing
- Assign Next Tasks related to everyone

Outcomes:

- A list of databases namely SCOPUS, Web of Science, IEEE, Springer, and AIS were finalized for finding relevant literature.
- Everyone was asked to note down the keywords that work best for finding papers relevant to our research question. They will be added to the 'Research Methdology' section.
- Format of the Literature review table was decided
- Everyone was made clear about the expectations in terms of the content that will go in the literature review table.

17th Sept - Email

Team leader sent everyone an email containing an example of how to approach a research paper and extract useful information. And once more emphasized on ensure quality of papers found. Following suggestions were made:

- Check the citations
- Check the journal it was published in and its repute.
- Check how relevant is it to our research questions. i.e the results they achieved are they something that we can write in our report.

18/9/2015: Email

Every one emailed their literature review table containg reviews of 10 relevent papers each.

Skype Meeting: 19/9/2015 (30mins)

Agenda:

- Based on the readings done so far, Brainstorm remaining sections that should be added in the report.
- Divide the sections and assign them to individual members.

Outcomes:

It was decided that:

- Amulya will work on section 'Problems faced by remote teams' that will highlight major problems that remote teams face
- Adarsh will work on Team Communication Strategy of remote teams
- Roshni will work on Risk Management of remote projects

F2F Meeting: 20/9/2015 (30mins)

Members Present: Amulya, Asjad, Adarsh,Roshni

Agenda: This meeting was called by the team leader to emphasize of the importance of quality of the literature review table.

Outcomes:

- Sample examples of a good literature review tables were shown to everyone.
- Everyone was made clear the expectations in terms of quality and content.
- Everyone was asked to review once more the work that they had done and resubmit it.

Skype Meeting: 23/9/2015 (25mins)

- Team Leader did a skype meeting with all members individually to check progress and resolve any roadblocks.

- Team Member Adarsh was having trouble extracting relevant content from the papers and hence a face-to-face meeting was scheduled to guide him.

24/9/2015: Email

Roshni and Amulya Submitted their relevant report sections(via email and one onedrive) which were merged and reviewed by the team leader later on.

25/9/2015: Email

Group Leader Emailed Amulya Regarding adding proper references and a few comments related to the improvement of content that she wrote in her section.

F2F Meeting: 26/9/2015:

Members Present: Adarsh

This meeting was called to help and adarsh find relevant content from the papers he found.

Outcomes:

Adarsh Felt more confident about finding extracting relevant content

28th to 3rd Oct:

<div align="center">* Mid Session Break *</div>

Email: 5/10/2015

Adarsh Submitted his work related to the section media communication strategy for remote teams. Team leader replied with relevant comments.

F2F Meeting with Subject Tutor : 7/10/2015 (15mins)

Results/Findings discovered so far were shared and the things mentioned in the report were generally discussed .

A few questions related to the expectations of assessment of 'Research Methodology section of the report were asked.

F2F Meeting: 7/10/2015 (1 hour)

Agenda: Preparation Strategy for Upcoming Presentation

Members Present: Amulya, Asjad, Adarsh,Roshni

Outcomes:

- Asjad will give intro, background talks about key conclusions taken from the project
- Amulya will talk about Problems faced by remote teams
- Roshni is going to cover risk management of remote teams section of the report
- Adarsh will talking about Media Communication strategy for remote teams

Email: 8/10/2015

Team leader Sent an email to everyone about the importance of doing references right and sent a list of sample references for everyone to learn from.

F2F Meeting: 9/10/2015 (2 hours)

Agenda: Help Roshni and Adarsh pick relevant Content from the report for presenting

Members Present: Roshni, Adarsh

Outcomes: Relevent Sections of the report were highlighted and

Phone Call: 11/10/2015

Amulya Sent her Presentation slides relation to 'remote team problems' to the team for a 2nd opinion. Teamleader gave feedback and suggested some improvements in the content

Phone Call: 11/10/2015

Team Leader Called Roshni to inquire if she was having trouble preparing her presentation.

Email: 12/10/2015

Roshni emailed her Slides to teamleader for feedback. TeamLeader Replied with some suggestions.

F2F Meeting: 13/10/2015 (2 hours)

Agenda: Rehearsal of team presentation

Members Present: Everyone

Outcomes: Presentation was rehearsed about 2-3 times to ensure everyone was delivering within the allocated time. Teamleader suggested various improvements in content and delivery to all of the team members.

Email: 16/10/2015

Team Leader sent an email to adarsh about some missing things in his section.

Email: 19/10/2015

Everyone was emailed a final copy of the report by team leader for review and proof reading.