Group Processes and Communication

# Processes

# Our group shaped its processes by a desire to ensure we can put together the best project possible with our limited personnel. To achieve this, Erin, our project manager, has investigated best practice project management practice. A better understanding of project management will improve our task completion and everyone understanding their roles.

# For task tracking, we use Trello, a Kanban board for task tracking that everyone can access online (Atlassian 2021). A Kanban board is a graphical representation of jobs using cards at differing levels of completion (Atlassian 2021). During the project, we will break up tasks into a series of sprints. Sprints are an agile concept. Each sprint is a set amount of time, with set goals, with an evaluation performed before moving to the next sprint (all of us at Monday.com 2021). To track the sprints, we will use a Gantt chart that can be viewed online at Mondays.com. To store files and code, we will be using a GitHub repository. GitHub repositories allow our members to upload and download documents and source code quickly and allow for version control (Finley 2012). We will also be using google docs for the sharing of our reports.

# Communication

Our primary means of communication is via teams. Teams is a Microsoft product that allows text chat and video conference calling (Finnegan 2020). We will have twice-weekly meetings throughout the project. The expectation is for Maximum attendance. However, as we are all individual people, it is understood that some members might not attend every meeting. The expectation is that if a member cannot make a meeting for whatever reason, they should inform the group in advance. If a member misses a meeting without advanced notice on two occasions, a warning will be issued. Any further absences will result in portions of work being re-allocated and the resulting share in their mark reduced.

Atlassian 2021, Trello helps teams move work forward, Atlassian, viewed 15 May 2021, <https://trello.com/en>

all of us at Monday.com, Agile Planning: a step by step guide, Monday.com, viewed 15 May 2021, <https://monday.com/blog/project-management/agile-planning/#:~:text=Agile%20planning%20is%20a%20project,and%20aims%20to%20complete%20them.>

Finley, K 2012, What exactly is GitHub anyway?, Tech Crunch, viewed 15 May 2021, <https://techcrunch.com/2012/07/14/what-exactly-is-github-anyway/>

Finnegan, M 2020, Microsoft Teams: How to use it, and how it stacks up against slack and zoom, Computer world, viewed 15 May 2021, <https://www.computerworld.com/article/3276276/microsoft-teams-its-features-how-it-compares-to-slack-and-other-rivals.html>