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Subject: Contact Methods

Date: 10 April 2015 2:26 pm

To: digby.tilse@my.jcu.edu.au, jamal.yamashita@my.jcu.edu.au, john.davies@my.jcu.edu.au

JM

Hi Guys,

If you have facebook, please add me (jess.mckenzie.77) and feel free to message me if you have any concerns with the assignment along the way.

Use this for 1:1 questions/assistance... anything that does not affect other group members. I check my messages and emails periodically.

If you are not already in the facebook group for this subject it would be a good idea to get in there. Lots of good questions get asked in this group about the assignments.

For all group-related messages please use email and ensure all team members are attached.

John and Stephen this is likely your first group assignment so i'm going to offer you some pointers:

- **communication** is key - if you're unsure about something... ask the question. If you find out something important... share it with the group. Even though we are working on different aspects of the assignment it is essential that we are all on the same page and know what everyone is doing. Don't be shy. There are no stupid questions.
- **planning** - the moment the assignment is released (Lindsay reckons Monday at the latest) we will start working towards a plan. Digby and i have dealt with project planning already and so i'm sure we can offer advice if you are stuck.
- **time management** - it is important to ensure you start straight away and aim to finish early. This allows time for collaboration and error-correction.

Thanks,
Jess