Collaboration Tools Chart

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| Purpose | Tools |
| Kanban Planning | Trello |
| Team Discussions and Stand Up Meetings | Microsoft Teams – Chat/Video |
| Sharing Documentation | Microsoft Teams – Files |
| Shared Code | GitHub Repository |

Planning Document

Group:

We’ve chosen to use the platforms stated bellow as a way of communicating with the team, Email, Microsoft Teams, Trello/Kanban and Github.

Microsoft Teams:

* Video Conference medium for the stand-up meetings
* Chat medium which can be used to have quick discussions between team members
* Document storage and grouping together of documentation which the team does while codes isn’t kept here

Email:

* Using Microsoft Office 365 email to keep in communication with each other and letting each other know what’s going on and the tasks which need to be done.

Trello

* Able to keep track of each task and assign members to it so they know what they are doing

Github

* For sharing code relating to the project and keeping the version up to date