2.3 I can describe the roles, IT tools and facilities needed for collaborative tasks and communication media

From management roles to the lower down roles like customer service roles in each company, they all have a say in the meetings when they are held at companies and the meetings held are recorded for use later on. The IT tools that you might need when working in a company usually including a computer with various software such as a powerpoint presentation software or note taking software. Most companies these days hold virtual meetings as a basis or alongside a meeting in the board room and they will use software such as Microsoft Teams or Google Meet.

Companies may also use a server to share project pieces and finished projects to review, for that they would need someone with knowledge on how to set up and maintain the server and they would need a manager to oversee what the server does and how it is being maintained and they might need anti-virus software to protect them from possible hacking.

Team members may need to report to team leaders on what technologies they will might need for their projects if they start a new project and a certain software might need upgrading or a different piece of software which will benefit the company more but will cost money. This might be communicated through an email or through a virtual meeting and they might need to share their screen to show their manager so softwares like Google Meet and Adobe Connect allow people to this sort of technology.

Manager: oversees a whole project.

Minute taker: writes down what is said during a meeting and what has been shown on a presentation etc.

Secretary: is there to take notes for the manager and some other staff and liaison with other companies on behalf of them.

Developers and testers: they work together to build the project and approve it’s a functioning project.

Companies might also use Social media sites like Facebook or Twitter to communicating as it might be easier for them.