Orion  
We started a Discord server for our group almost immediately after our group was formed. The server worked well for quick communication and allowed us to send files to eachother when we needed to.  
We never set any specific times for group meetings, however with Discord's '@ messaging' we could still easily get someone's attention if we needed to.  
No one in our group really wanted to be the team leader, so we instead decided to split up the six main sections of the assessment up and do one each, though we did all need to collaborate to finish each section.  
The group's Github activity log shows our work fairly well, although it's not perfect. Some of us updated our work onto Github while it was still in progress, while others waited until it was complete to commit their files, so the activity log isn't entirely accurate.