# Risk Management

**·Possible Risk**

1.Unavailability of client-slow to respond

2.Sick members

3.Different expectation

4.Don’t meet often-miss task,goal,duplicate work

5.New tools take too long to learn(e.g. Trello,Gantt Chart)

**·Relative solution for each possible risk**

1. If we didn’t know whether to use plan A or plan B and ask Peter ,but he didn’t respond or respond slowly.In order not to impact the project schedule we can send Peter an email about ‘If we didn’t receive your respond we will choose plan A for our project .’
2. If one of the member have sick we can make ‘Knowledge Share’ in advance and allocate her/his work to others.
3. If we argue with each other because of different expectation.We can talk about IT and discuss with Peter in the meeting and determine a standard.
4. In order to prevent not meeting frequently,we can make a participate form responsible for attendance.

5.Making more training ,lecture learning task and practice about new tools for stuffs and make guideline for them.