**Section 4**

## 4.2 Working with others to contribute to collaborative …

With a scheduled Teams meeting, I was able to converse and join in a discussion with my fellow learners, ask relevant questions, offer my own views, explain my problems and intentions, and benefit from online collaboration technology.

## 

## 4.3 Present relevant & valuable Information

### Meeting conversations

The conversation started with the incident between Will Smith & Chris rock during the Oscars ceremony in February 2022. The emphasis then veered towards diversity and inclusion, the history of the UK’s empire and how it affected the slave trade, Brexit was mentioned. I have to admit I thought the conversation was centred on a left wing/ university approach by some members and others who agreed to some extent, my outlook was the former attitude was biased and the latter tolerant.

My thoughts on the Oscar incident, is that comedians today use sarcasm and narcissist comments, the fact that Chris Rock chose to name directly a person for his venture into comedy, is the fault of the people who employed him.

The other topic was concerning building a career as a web designer. This is more relevant to the course, and there was some interesting information discussed, which I will benefit from when making decisions regarding my future intentions regarding IT job roles.

## 4.3 Present relevant & valuable Information

### Summary

Prior to the others joining the meeting, I had the chance of a 121 talk with the course tutor. I asked for his opinion regarding web hosts and the cost effectiveness of owning my own domain and a web host plan to run my own pages.

Taking into account what I want a domain for, is the first consideration, [cannot decide on an a topic I wish to communicate with the internet community] and therefore, I only want to practise publishing web pages, it becomes apparent that the cost of being in the position to publish my web pages to the internet, *is not financially viable.*

Following his recommendation, I shall research a free source site [Apache], and see if I can learn more there.

I believe this is a good useful contribution.

## 4.4 Moderating the use of collaborative …

We have to think carefully when we express opinions, a successful meeting means a successful relationship forming, by understanding each other's standpoint and taking that into account in future dealings with each other, not only through collaborative applications, but also when communicating through emails and letters, and planning group procedures and targets.

When using collaborative applications, we are expected to adhere to the rules of netiquette, that means we show respect, be aware of our use of language both oral[[1]](#footnote-1) and written[[2]](#footnote-2), be conscious of others situations [Equality][[3]](#footnote-3),[Diversity][[4]](#footnote-4),[Inclusion][[5]](#footnote-5).

## 4.5 Archive outcomes of collaborative …

This google document is automatically saved to the cloud, even without the user clicking any links to save the document. This means the document has been archived in a place where I can retrieve the document for future reference.

In Microsoft Word [365], the user can automatically save their work directly to the OneDrive cloud application, or they can click save/save as[allows the user to choose which folder the document is to be stored],to archive their work in file explorer.

If the user is sharing these documents when editing, the sharer will also be able to access[[6]](#footnote-6) the document via their computer if they have the same collaborative application.

When using Microsoft teams, members will also have the files [downloaded to the meeting page], chat, calendar, contacts, automatically archived by the teams programme.

GitHub is used as an archive based ‘Library’, where users can give rights to invited guests to enable them to share work.

***“Below is a copy of a Google document that was shared and has been archived to each sharer's account.”***

## 

## 4.6 Assessing problems with collaborative … *asking for expert help*

## If I encounter problems whilst using collaborative technologies, I would consider;

* Refreshing the page
* Access the programme ‘Help’ button
* Restarting the programme
* Rebooting the computer

If these proved unsuccessful, I could research online using a search provider;

* Google
* Edge
* Firefox
* Yahoo

To ask for advice from the applications provider, access relevant blogs, I may still be able to ask my administrator [if related to a business or course], with the last resort, seeking **professional advice**, *where I may have to pay a fee.*

## 4.7 Responding to problems with collaborative …

The first thing to do would be to discuss my issues with my teammates, via a sharing application, to compare my problem with their situation. We would share experiences and knowledge of how together we might solve our problem, ***because if one member is undergoing a disruptive episode, then the team is not interacting together in a successful collaborative manner.***

We could collectively proceed [**as explained in 4.6**], to solve the issue to repair the application, in order to continue a successful collaborative coalition.

***The remainder of this exercise, suggests that the evidence is observed in a classroom, where there are stationary items and documents supporting the evidence.***

* ***Witness statements***
* ***On-line mark book***

***So hopefully, what I have written will suffice.[[7]](#footnote-7)***

1. When speaking with someone, show etiquette and respect. [↑](#footnote-ref-1)
2. Be aware of the content of your correspondence, ensure it respects others standpoints. [↑](#footnote-ref-2)
3. Ensuring everyone can make the most of their talents. [↑](#footnote-ref-3)
4. Accepting other people’s social and ethnic backgrounds, incl [ sex,race, religion, … ] [↑](#footnote-ref-4)
5. Being included in a group structure. [↑](#footnote-ref-5)
6. Archive [↑](#footnote-ref-6)
7. King Charles II, [Alec Guiness} from the movie Cromwell [↑](#footnote-ref-7)