***Group Processes & Communications***

*Communication between group members is arguably the most important aspect of your project. Past experience has shown that communication breakdowns between group members is the most common cause of project failures, so it is vital that you specify at the outset the means and expected frequency of communication between group members. How will your group communicate? How often will meetings take place? Will these be face-to-face, or using technologies such as Skype? Or Facebook? Or email? Or text? Or ... ?? What will you do if you have a group member who does not respond to communications? You should expect contact between group members at least twice a week. You can always make contact more often if you wish, but you do need to know what minimum frequency is expected from all members of your group. At least one paragraph is expected here.*

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Over the past 9 weeks, team XVI have kept frequent contact throughout the entire process. In the first week, everyone appeared to be a little apprehensive. The assignment was new and we didn’t know our team members.. However, as soon as one member started conversation, the whole team got involved and since we have had incredible communications throughout our time working together, consisting of jokes, memes, personal information, other university topics, and specifically the assignment at hand.

The team decided to schedule regular weekly catch ups after our webinar with Thomas, this allowed the team to actually catch up weekly in the first 4 weeks through Discord via voice chat and proceeded to chat almost every day regarding the assignment to some extent. All members of the team felt comfortable with each other’s abilities therefore any form of micromanagement wasn’t required. At times, there were members that were difficult to get in touch with as they had other commitments such as work, which also meant they missed weekly catch ups. This meant we had to adjust and ensure all members were kept up to date on progress and next steps. This enabled the team to effectively complete assignment 2.

Throughout assignment 3 and 5, the team kept the scheduled weekly catch up to Thursdays but added another session as we felt it was required; the team continued to chat almost daily through Discord as well. As there were some sessions missed by members due to different reasons (being unwell or working), we continued to keep everyone informed of progress and action items. It also meant we needed to approach things slightly differently in regards to action items for those missing catch ups regularly. This did not affect the way the team worked, it actually helped as everyone understood what was going on and who was doing what.

In any case where members did not respond straight away, they generally would within a 12 hour time frame. There were members in the team that were shyer than others so speaking directly to an individual at times was much easier.

The dynamic of the XVI appeared to change towards the end of A3 and A5. The team became quiet and less engaged, and activity dropped. The team worked far more independently towards the end with weekly catch ups also reducing.

*… more to add after week 11 & 12 collab.*