***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 stand-off-ish as we were unsure about the assignment and the people we were teamed up with. As soon as one member started conversation, the whole team got involved and since we have had incredible communications throughout consisting of jokes, memes, personal information, other uni work, as well as the assignment at hand.

The team decided to schedule regular weekly catch ups after our webinar with Thomas, this enabled the team to actually catch up weekly in the first 4 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 as. We had to adjust and ensure we kept all members up to date on progress and next steps. This allowed the team to effectively complete assignment 2.

Throughout assignment 3 and 5, the team kept the scheduled weekly catch up as is 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), so we decided to approach things slightly differently in regards to action items for those missing catch ups regularly.

In any case where members did not respond straight away, within a 12 hour time frame they generally have. There were members in the team that were shyer than others so speaking directly to an individual was easier. This provided an understanding of where all members of the team were at mentally as well as physically.