**Group processes and communication**  
Group communication is one of the most important aspects for a team project to be successful. Effective communication within the team is what will help us work towards reaching our goal for our IT project ‘Australian Sports Manager’. As our assignment involves a huge amount of planning and organising, communication is a very necessary requirement to ensure our project goals can be achieved at the best of our ability.  

In our team ‘Essential\_Solutions’, communication has been very important from the beginning. Since our first team assignment we have scheduled meetings each week and continued to stay in contact with each other via our Microsoft Teams chat in between meetings. Each team member has been very active throughout this assignment and very responsive in our team chat which is very helpful when someone needs guidance or just an option. We have used our Microsoft Teams chat nearly every day to communicate anything that needs to be addressed. We are currently scheduling 2 meetings per week and rotating meeting hosts meaning, each meeting a different team member will organise an agenda for the meeting, schedule a meeting, invite the other team members and write notes after the meeting. This has helped our communication throughout the project as we have put a lot of thought and planning into our meetings to ensure we are using the allocated time wisely and working efficiently.     
  
Each of our team meetings have been via Microsoft teams video/voice call and will typically run between 30-60 minutes, we use these meetings to discuss ideas, progress, seek help or assistance, allocate tasks and set goals/deadlines. We have had very close to 100% attendance from all team members across all meetings which is an amazing effort considering we all work, have very busy schedules and need to work around our other classes. It is great that communication has not been as issue in our team as communication is an important aspect for a successful result. Luckily, our group has not had a member who does not respond to communications or does not attend meetings however if we did, the best way to handle this would be to try contact the team member directly (outside of our group messages) and give them some time to respond as not all of us are always on our phones/computers to reply instantly. If we then continued to get no response or attendance from this team member then the best option would be to contact our lecturer for further assistance regarding this matter as it is very important to share the workload equally between team members in a group assignment. Overall, the effort each team member has put into this assignment has been outstanding and above my expectations. Our communication effort has improved from our first team assignment, and we have not had any issues between any team members which has made this project very pleasant and enjoyable to work on.