Team\_27\_M1\_D1\_Tool\_Policy

Team Tools:

As a team we are working on identifying tools for the communications:

Communication tool policies:

Note we can also used the blackboard for discussion etc. It has some features we can investigate into.

* Skype for business: We will use Skype for business online meetings. Meeting invites are to be sent out at least 3 days prior to meeting. Each group member must accept or decline the meeting with response back to sender.
* Google Drive is another means of communication to share ideas, brainstorms on the tools to use for the communication. The drive is shared to all team members via their student email account
* Blackboard Team\_27: Each member of the team will be required to upload documents to File Exchange accordingly to assign task specified in Group Task. Each team member is highly encouraged to post questions or thoughts on the Group Discussion Board which might be Watup( text messaging system)
* Email: We might use two email if accessing google drive does not allow the student email. So we might used private email and student email for communication.

Documentation, tracking, and reporting tool policies:

o We will only use PDF solely for reporting purposes. MS office will be used for documentation and tracking. Also, we will use Excel in Office for Pivot Table reports in M4.

Team might also look into git for to help manage files, work and different version of documents created etc.