Group Processes and 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.

Coming from having effective group processes and communication across the group in the first project, our group only needed to fine tune some of these skills. The processes that we needed to make sure we improved upon included having a greater consistency with our face-to-face meetings and creating steps to achieve this. We also needed to make sure that we followed up on each other more with regards to how we were progressing with our individual tasks.

Pre-confirming and being more open with each other about our weekly schedules allowed us to lock down a day that we would all be able to make for a face-to-face chat and were then able to avoid conflicts in schedules. Following up with everyone frequently was achieved using online chats or face to face video meetings.

We felt having at least one face to face chat online with everyone once a week was important to discuss our agenda for the week and to touch base with each other as the assignment continued to evolve. The agenda was set prior to the meeting, which would allow the group members plenty of time to be prepared before coming to the meetings, allowing us to scope in on our project with greater efficiency.

The group used Microsoft Teams live video meetings at least once a week to serve as a platform for discussions relating to the assignment. The ability to see each other face to face allowed more effective communication to occur. Microsoft team chats were also used to ask questions if anyone was unsure about any of the topics covered during these discussions.

Organization of these meetings were primarily by email, whereby each group member would receive an email before each new live video chat. Notes were left on an open google document and GitHub was also used to document our stages of the project as we continued to progress. These served to leave a paper trail of information for the group to reflect on in the later weeks to ensure all previous discussions and problems had been completed. We were lucky to have no real problems with communication, so no measures where needed to be taken to resolve any issues. The level of effective communication and processes within the group will be reflected in our project.