# Project Description

**Group Process and Communications:**

Team meetings will be conducted over Microsoft Teams. As this project is large in scope, it will provide us the opportunity to seek specialized roles across the country. Ideally it is best to seek roles within Australia as this will allow the team to get together formally in person biannually. Each week, 2 stand-up meetings will be conducted essentially discussing on “*what was completed the day prior, what we are working on today, preventions on completing the work”*. As we still have Covid-19 restrictions for international travel, it is safer to hirer our staff within the same country. Due to our budget limitations, an Agile project management style is best used. This will allow our project to take a realistic approach on what would be nice to have and what we can actually achieve (Adams, 2018, p. Para 6). What we plan to do to help mitigate poor communication, working in a virtual world is to implement connecteam which is a productivity app. The application also allows tasks to be allocated to members of your team to track progress and capture historic comments.

# References

Adams, B., 2018. *The 4 Most Common Project Management Styles (and How to Choose the Best One for your Business).* [Online]   
Available at: https://www.inc.com/bryan-adams/the-4-most-common-project-management-styles-and-how-to-choose-best-one-for-your-business.html  
[Accessed 11 11 2021].