# Project Description

**Group Process and Communications:**

## For the ongoing project

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 hold more formal biannual meetings in perso. Each week, 2 stand-up meetings will be held discussing “*what was completed the day prior, what we are working on today, preventions on completing the work, plans for completed work the next day”*. As we still have a number of international travel restrictions because of Covid-19, it is safer to hirer our staff from within Australia. Due to our budget limitations, an Agile project management style is best used. This will allow our project to take a realistic approach as to what would be nice to have and what we can actually achieve (Adams, 2018, p. Para 6).

We plan to implement Connecteam (a productivity app) to help mitigate poor communication and make working in a virtual environment a more comfortable place. The application also allows tasks to be allocated to members of your team to track progress and capture historic comments. The Roles that we are after for our project are a Full Stack Developer, to build the front-end and back-end of our stockIT system, a Mobile Application Developer to build out the Mobile app side of our software, A Database Administrator to manage the customer data that we will be collecting and UX Developer to design both mobile and systems interconnection.

## For the Assignment

In much the same way we plan for stockIT’s internal group processes and communications to work, we have implemented and carried over many of the positive Group Communication attributes and processes from assignment 2 into Assignment 3 and 5 (and stockIT beyond). Our group has maintained our twice-weekly meeting schedule and kept the same start times to carry through their regularity. By keeping the same schedule and same start time it has allowed the work on the Assignments to carry over without a shift in focus or any adjustments. There is a new Project leader for these last two assignments, Taylen has implemented small changes to help improve our overall group accountability and ease of task identification. By using the Tasks feature of Microsoft teams all group members have been able to see at a glance the tasks and elements that need to be ready for each week.

During the meetings all members (after a group vote) have transitioned to muted mics for the meetings entirety, All cameras must be on and the Raise Hand tool must be used to initiate any questions or to call attention to something a group member might need to raise. All members have found this to create a more efficient meeting, with a reduction in the time spent covering items before they either come up in the agenda or unnecessary interruptions or over communication.

Our meetings have an unofficial start time of 15 minutes earlier than their scheduled time. This allows group members to chat and socialise before the meeting starts. We have also begun an open-mic session at the end of each meeting where all mics are unmuted and unguided discussions can occur on the Assignments, class work or general life things. As per our last Assignment, Microsoft teams messages are still encouraged between our meetings and we have found ourselves using these more and more as the deadline has approached. A number of members have also scheduled their own meetings with other group members as we have broken down into smaller groups to work collaboratively on many of the tasks during Assignment 3 and 5.

# 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].