Could have used an app like Trello to keep track of tasks. This is clearer than the method that we used; keeping tasks in a txt file on the repo. It would be easier to track who is currently working on a task and what tasks have been completed. When using the txt file in the repo it is a lot less clear to tell when it is edited and where each member is at with their assigned tasks, unless that person makes direct communications with the group.

Made better use of GitHub repo branches. Our master branch is very messy. We could have used separate branches to better organise the files for each task. Using multiple branches would also avoid unnecessary downloads of files that the members would not need or don’t intend to work on.

Throughout the creation of the project we used Skype as our main method of communication. This was ineffective for anything more than quick communication as some members could miss important details scrolling through long chat logs. Using an application like Microsoft Teams may have aided is communicating more effectively by sorting conversations into specific topics, making it easier to keep track off conversations missed. It also would have, although we didn’t do so in this project, the ability to collaborate on individual files in Office apps.