Group processes and communication

We are continuing the format for meetings from Assignment 2, aiming to hold 2 meetings per week, on Thursday and Sunday. The purpose of the meetings is to check on progress set for the week from every member, discuss if they need any help on their end, as well as discuss the assignment of new tasks, especially for members that have completed all their assigned tasks. This is conducted as a formal meeting on Microsoft Teams, where we are utilizing new tools such as a task board, as a rectification of the problems pertaining to task tracking from Assignment 2.

Bo has also set up a Discord Server, intended to be used as an informal, alternative channel of communication as it is easier to reach everyone there, having the application on mobile phones. Additionally, the use of Microsoft Teams chat has also been established as a means of communication, as if a member wants to reach out to a specific individual, they do not have to resort to the Group Channel and can do so on their accord.

Additionally, the tutorials like the way we conduct a Teams Meeting, but in more length and detail. Task allocation, progress tracking and other issues relating to the assignment are discussed both as a team, as well as confiding in Anthony for problems needing clarification and guidance on tools and processes to employ. Therefore, to summarize, we intend to hold a face-to-face meeting, in the form of the tutorial, as well as 2 additional meetings.

In the absence of a member in the meeting, they will be caught up by either Bo or Van, and discuss the tasks allocated to them, as well as understanding why they were not able to attend. For the writing component of this assignment, the tasks were split, to be completed individually. However, the advent of wireframing and creating the mockup, the team expects the number of times we communicate to increase.