IED Team Assignment Part 2

1. We will hold virtual meetings on Wednesdays at 2:00pm to 2:30pm. There is an option to extend that to Saturdays as well. We will use Webex Teams in order to hold our meetings.
2. Saaif will set up the agenda and distribute notifications
3. Meetings will be voice meetings on Webex Teams. The objective of the meeting is to present an updated progress report for each member and assigns new tasks to each member. Each member will first state what task they have finished, and what tasks they are currently working on and their status. The team will then give feedback on that members report. Once everyone has gone, the team will come together and then distribute the next tasks to each member.
4. Saaif will take notes of meetings
5. We have set up a system that if anyone feels that their point is not being said, they will message in the chat and everyone will acknowledge their point.
6. To resolve conflicts we will have a team discussion that can be scaled up to a meeting if necessary. We will address both sides of the conflict and determine as a team what action needs to be taken. In events where one of the parties are not cooperating we will look to the instructors for support.