Communication

Team members meet twice a week, and the total meeting hours is approximate 6 hours per week. Team Power would prepare a meeting agenda before each group meeting, also the meeting notes, actions, and decisions would be recorded on a meeting minutes. After meetings, these documents would be uploaded on LMS and Github, which are used to share documents and information between team members. Each technique query proposed by team member would be recorded on a technique query register, and then the register would be submitted to Jacobs by every Tuesday, the feedback regards to queries would be returned to the team in the following week.