We all recognized the importance of team communication, so we tried to communicate with each other as much as possible throughout the working process, using a variety of platforms.

Aside from lectures and tutorials, we met face-to-face once a week on average at the "Student Hub" room in RMIT Hanoi Campus to discuss the group assignment process. During those meetings, we usually shared our opinion about the project idea: Which features should we include?, Which tools should we use?, How can we improve the current draft? , …

On the other hand, there were times that we couldn't meet offline due to the Covid-19 pandemic or Christmas Holiday Week ( the campus was closed). So we decided to meet online at those times using the "Google Meet" application, a video conferencing service from Google [1]. Online meetings were usually shorter than offline meetings, lasting about one hour, and we only discussed how to handle several specific tasks, such as Git and GitHub management.

In addition, we had a Driver folder for all members to upload their documents and check other people's work and a Messenger group chat for daily communication and discussion of minor project issues. Asana was a customizable workplace content management system that helped us manage a large amount of work and assign tasks to each team member [2]. Thanks to Asana, members working on their tasks would be notified if the deadline or content of the work changed.

**Ref:**

[1] J. Keeley. “What Is Google Meet and How Does It Work?” MakeUseOf. <https://www.makeuseof.com/tag/what-is-google-meet/> (accessed Dec. 24, 2021)

[2] M. Weir. “What Is Asana? How the App Works, How to Use It” Business Insider. <https://www.businessinsider.com/what-is-asana> (accessed Dec. 24, 2021)