# Phase 2 Template

## Section 1: Spanner in the Works

### Task 1

Collaboration Tool 1: **ZOOM**

Collaboration Tool 2: **TEAMS**

### Task 2

Selected Collaboration Tool: **TEAMS**

Explanation**: Microsoft Teams is an ideal choice for conducting online meetings with organized presentations due to its seamless integration with Microsoft office tools, ensuring efficient collaboration and communication. Unlike Zoom, the free version gives 1 hour for the meeting, not just 40minutes. It is simple to use, allowing screen share from host as well as attendees. This makes meetings smooth and helps people work together even if they’re far apart.**

### Task 3

Protocol 1: **Establish respectful communication norms and uphold trust through transparent interactions and mutual understanding.**

Protocol 2: **Clearly define tasks and processes, to enhance the efficiency, and promote effective collaboration, not just goals and roles.**

Protocol 3: **Utilize consistent meeting rooms for recurring meeting and create separate meeting rooms for different discussion, ensuring data security.**

### Task 4

Rule/Responsibility 1: **Everyone will be treated with respect and any kind of disrespect or abusive language will not be tolerated, strict actions will be taken if anyone decides to threat or abuse anyone.**

Rule/Responsibility 2: **The agenda of the meeting would be stated clearly. The meeting should include items and suggestions on the agenda and not regarding any other topics.**

Rule/Responsibility 3: **The meeting should establish secure communication channels and uphold data protection protocols to safeguard client confidentiality.**

## Section 2: Planning

### Task 6

Risk Mitigation Explanation:

We will use strong backup methods to ensure data integrity, conduct thorough testing to identify potential threats, issues and move things over slowly to avoid big disruptions.

### Task 7

Conclusion:

My team and I achieved project success by spontaneous collaboration, diligent scope management, adhering to the budget and ensuring commitment to quality. We all pitched in and stayed on track and in the end, we got it done within time and right.