**Group Reflection**

**What went well?**

**Group Summary:** Everyone thought that the group's willingness to complete the assignment and everyone's communication was the cornerstone for the success of the assessment. Credit to Jon and Dane to keeping everyone on track with each part of the assessment and to everyone else's for participating with the discussion and successful completion of each part.

**Jon:** The team members really did well in the work effort of responding to each task discussion. Feedback & suggestion are great brainstorming items for inputs and how to make the assessment in working order. Thanks to Rav and Dane as they kept the team in the right direction. The willingness of everyone keeps the team moving.

**Rav:** We were all focused on the assessment so everyone was contributing equally to all parts of the project as we went along. None of us were shy in asking and commenting on what needed to be complete for each part of the project. One of your members, Jon, took it upon himself to lead the group and divided each part of the assessment into Tasks and appointed Overseers through a vote. It not only helped us get started but also started a conversation on what we needed to do.

**Dane:** I think everyone had a desire to be part of the team, which resulted in all of us pulling our weight in regards to completing tasks. There weren't any arguments from anyone, and there weren't any major disagreements in regards to process. I think that's a major part of the group running so smoothly. Also, the early leadership from Jon. Jon took the initiative and created posts that got the group going early. Reading some of the issues that some groups have been having in regards to people not communicating or participating, I think the fact we all worked together went very well.

**Damian:** As a group, we worked really well together what we have achieved over the last few weeks has made me feel pretty proud of what we have done. To be honest, at first, I was a bit nervous about group work as in the past it never turns out well but Jon taking the leadership role made sure that was not the case and had us working altogether by splitting the assignment up into separate tasks like a modular form.

**Jaime:** The level of organization of my colleagues helped to complete the required tasks. The communication was key, to solve our doubts, the canvas was used to carry the sequence and other tools.

**Aaron:** The group came together and started working together as a team really well. Tasks were issued and owned by members. Everyone did what was expected and asked of them. There was no conflict in the group, which made working together in a team harmonious and enjoyable for each member.

**What could be improved?**

**Group Summary:** Despite everyone communicating to the best of their ability, the entire group felt that the tools we used were somewhat lacking in some aspects of communication. Canvas was our primary tool for talking about everything, from the tasks we needed to complete to submitting content, so in the future, we plan on incorporating a messaging platform to allow for easier communication. We will still use canvas for announcements and organizing tasks, but for any ongoing discussions will be done through the messaging platform.

**Jon:** As we just being familiar in Canvas and this becomes quite challenging to the team. I could see the Canvas is a powerful tool for us, we just need to know how to use it effectively. I suggest that standard rules of use of Canvas can be beneficial to keep things organized. The Announcement in Canvas can be used for updates, follow-ups and task status and then the Discussion should only be used for Task allocation, votes, giving suggestions that related to the task and should not be used for general communication like (FAQ’s, uploading reports, comments not related to the task), the team should have particular communication tools like What’s up, messenger tools or Allocated Discussion Article FAQ’s. Also, to mention the file compilation is really challenging as everyone have a different approach of how to provide their answers and responses. It could be more appropriate if the members follow the instruction closely and do the task as the same way of other members do, as a uniformed format.

**Rav:** We relied on using Canvas to organize all the information in the group for the tasks that we needed to complete for the assessment. The way it’s set up, however, is difficult to follow and it’s hard to see who is commenting on something without having to scroll through a lot of messages. I think we could have used an external group conversation tool that would allow easier organization for conversations around tasks.

**Dane:** I think as a group we can find better ways to communicate. That isn't an attack either, I just felt sometimes it was hard to understand what people meant, or what was required for certain tasks. I also found it hard to follow discussion threads, and see people's responses in the threads. I also saw evidence of other people having the same issue, as some responses were not where we would expect them to be. Aaron even went to the length of creating a thread specifically for himself as it was difficult for him to find what he needed to do. I still think we communicated very effectively given what we have been able to achieve, I just think we could benefit from finding improvements.

**Damian:** We were pretty reliant with canvas and I think for beginners it can be a little bit confusing and or daunting to get started with, even though it is a great tool and works fairly well I think there are some other alternatives we would be able to use in the future. Using something like discord could be quite beneficial as we would be able to communicate a bit more with each other on there and it is available on mobile devices also making it easier if you need to get hold of someone quickly.

**Jaime:** In my case Canvas should improve because at times I lost myself in the publications, without taking the order of my tasks, I know that it has been difficult in my case, for labour issues and language.

**Aaron:** Using canvas as our main tool for the communication and management of tasks was cluttered and difficult to understand. I have proposed to the group that next time we should consider additional tools to simplify processes. For example I have suggested a WhatsApp group for more timely team communication, and to ensure we don’t miss any notifications. I have also proposed a tasking spreadsheet for the delegation and management of tasks. This would allow us to more efficiently see what we are working on, and what work is left outstanding.

**At least one thing that was surprising.**

**Group Summary:** Two things were mentioned for this answer. One was the despite everyone's different work styles we were still able to work together effectively. The other was that, despite our different locations and work timetables we were, again, still able to work cohesively. We have all heard group assignments going awry but, and this is a testament to our abilities in many ways, we managed to be respectful of each other and understand what needed to be done without much prompting.

**Jon:** Surprisingly, despite time differences of each member we still manage to communicate effectively toward completion of the assessment. I could see that having own workspace is good but also open to members could really be challenging for having a big chance of losing files but because the team is cautious of what potentially could happen, they really work complementing each other.

**Rav:** The fact that, despite our time differences, we were able to communicate effectively and move on through the project to reach our goal of completing the assessment. Without the tools available to us through today’s technology, this would not be possible.

**Dane:** I was really pleasantly surprised by how well the group worked together. We have all heard the horror stories of group assignments being a nightmare with people not participating, or if there are power struggles within the group. I was surprised that this wasn't an issue at all. I think that's a credit to everyone in our group. Being able to work effectively with strangers and build working relationships is an extremely valuable skill to have.

**Damian:** To be honest I was nervous about group work but the way our group worked went well has made me feel a bit more confident about it, even though there were differences in time we still managed to work really well together to achieve what we needed and wanted to I couldn’t be any prouder right now.

**Jaime:** What seemed to me the most was the level of help that my companions gave to the moments of meeting with doubts.

**Aaron:** One thing that surprised me was how we all wanted to succeed as a team. We each contributed something different to the group dynamic, and we were all on board to hep anyone out with whatever they needed. It was a supportive and collaborative team environment, free from ego, which I thought was fantastic for a group of people who hadn’t even met each other!

**At least one thing that you have learned about groups.**

**Group Summary:** Everyone gained some valuable insights into working in a group, the most notable being effective communication will always solve a lot of the problems. Without effective communication, we definitely wouldn't have gotten everything we needed to be done in a timely manner.

**Jon:** I learned that working with a team using online communication is possible and effective. And also, as a team player, we do need to put the effort as the same level of other members does because it will be so hard for someone to catch up and missing a lot of items for submission.

**Rav:** I think working in a group can sometimes be challenging as usually there is quite a big task that needs to be completed with everyone’s collective assistance. Effective communication, therefore, is an important factor when it comes to working in a group setting; whether that is getting everyone to focus on the task at hand or asking for help with a certain part of the project.

**Dane:** I have learned that everyone in the group may work differently and that compromise and patience are needed to work effectively. We all have lives outside of study and it's important to occasionally remind ourselves that workflow may not go as we hoped. I learned that the most important thing for a group is undoubtedly communication. I believe that whether the group can communicate effectively will determine the group's success.

**Damian:** Group work can be difficult at times but the way Jon handled this to make sure we were getting things done was exceptional, he made sure we were communicating effectively and setting tasks and overseers for each task using a voting method I have never really liked group work in the past but I have warmed up to it a little bit now with the way we worked together.

**Jaime:** I know that it is hard to work in a group, starting with finding the time when we are all free, the group managed well and the objectives were achieved

**Aaron:** One thing that surprised me was how we all wanted to succeed as a team. We each contributed something different to the group dynamic, and we were all on board to hep anyone out with whatever they needed. It was a supportive and collaborative team environment, free from ego, which I thought was fantastic for a group of people who hadn’t even met each other!

**How well the audit trail on the Git repository reflects the group's work?**

**Group Summary:** TechElites have created the GitHub Group Organization by Jon’s account as master using the guide from REF Video: [YouTube]. Members used Canvas Discussion Article – Task2 asking the team to give their GitHub username to send an invitation and be part of the Group GitHub organization account. We suggest each group member should have their workspace folder in the Repository. Changes in the main project are the most critical situation in building software or a website with a group of people. Only overseers of the task should update or do some changes in the main project files. This will minimize debug error, and group members will communicate in an organized manner. We ask the group to install and be familiar in GitHub Desktop and GitHub CMD pane so when publishing their work into their workspace folder in the repository will be easy for them. I have made every member to be the owner of the repository so that they can access the folder freely. The members are aware of how important not to edit someone’s workspace so and to be organized on their workspace. The team did really well on this area.

**Jon:** I have seen that all members do their best to give work efforts to complete the group assessment. They created their own workspace folder to put all their work items. They keep the folder files organized. We could see who has updated their folders recently and we can easily check and find out what items are new. We reduce the error changing items when every team member become the owner of the repository. Members of the team are all aware of how crucial to editing someone's workspace. On this method, we build team trust in accordance with complimenting each other.

**Rav:** Everyone has been doing well in keep their files updated within GitHub. We were all made owners of GitHub account so we can add and update all our files easily. We were instructed not to change anyone else's documents as it we would change it permanently for everyone. Respecting that system and each other's work we are doing well in adding our own responses to tasks within our folders.

**Dane:** Now that we have had couple of weeks to complete more work, I can comment a bit more on how well the audit trail reflects the group's work. It's easy to go into each file and look at the history or the work completed. I think the only issue I have seen is that members have completed a lot of work on Canvas which doesn't get reflected through the audit trail. I think this could be overcome by either having a dedicated file to documenting everyone's work (besides the reflection page) or for everyone to copy their own work on Canvas to their folder on the group repo.

**Damian:** I have created my folder on the repository and stored my work files there as well as on canvas I also have GitHub desktop on my machine and used this to upload my folder and files to the repository, the audit trail has been working really well and everything is on track as we expected.

**Jaime:** Already create my folder in the GitHub repository of our group, that help us to develop our website, as well as install the GitHub desktop, to facilitate the cloning of the necessary files, this way we will avoid the confusion and will facilitate the solving of problems in the codes.

**Aaron:** The repository has been an effective tool for storing all the work we have done collectively in one easy to access place. It allows us to review everything our team has done. The only limitation with the audit trail in my opinion is that is don't fully reflect our groups work, in that it is unable to fully capture the extent of group discussions and communications. For example, our interactions and contributions in these discussion boards and our group meetings. However, overall it is an effective way to capture the final output of the group.